Barnet and Southgate College
Southgate Campus
Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

In an emergency such as a fire alarm or a bomb alert, the invigilator **must** take the following action:

- stop the candidates from writing;
- collect the attendance register (to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- advise candidates to leave all question papers and scripts in the examination room. Candidates **must** be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- make a note of the time of the interruption and how long it lasted;
- allow the candidates the remainder of the working time set for the examination once it resumes;
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- Evacuation Assembly Point is at the front and the back of the college depending on the part of the building you are in. Go to the closest exit and await further information/instructions.

A full report of the incident **must** be produced and retained on file if required by an awarding body.

Any breach of question paper security or malpractice **must** be reported to the awarding body **immediately**.

An online application for special consideration **must** be submitted to the relevant awarding body where candidates have been disadvantaged.

EMERGENCY CONTACTS: in the event of an emergency, disruption to examinations or requests for assistance, Exams Officers and Invigilators communicate with each other via MS Teams and WhatsApp on mobile phones. Exams Officers will be accessible to Invigilators via MS Teams and WhatsApp before, during and immediately after an examination.

The Exams Officers are Alison Clark, Denise Lee, Hon Ho, Naeema Mumtaz, Oliwier Mikosinski, Probha Begum, Sherine Mak, Sophie Anastasiou, Tracy Hacker and Venetia Pantella. Exam Manager and Deputy Exam Manager are Prabh Salaman and Aarti Patel respectively.