HARROW INDEPENDENT COLLEGE

School of Mathematics, Science & Economics

Centre Policy on Emergency Evacuation of Exam Rooms

Centre Number 12703

This policy should be read with the Fire Safety Procedures and Health and Safety Handbook of Harrow Independent College.

This Policy is a mere guidance, and staff may take appropriate action based on the need of situation.

This policy should be referred before the exam starts and must be kept inside in all exam boxes during the exam time.

The following points MUST be followed:

- The candidates would be **escorted and fully supervised** by the invigilator(s) towards the Assembly point. The invigilator **must** take the attendance register with him or her and should stay with the candidates all the time.

- The examination STOP time (during the interruption) should be noted or recorded on the Seating Plan or the record card. The record card must be kept in the Exam Box.

- Exam Box is always available during the examination. The exam officer would explain the use of this to the invigilator prior to start of any scheduled examination.

- If it is reasonably safe, then invigilator could take examination materials, including the scripts of the candidates, to the assembly point by putting them in the Exam Box.
  (If this is the case, the invigilator(s) must not use any other way of collecting scripts. This box (slightly larger than A4

size) must be kept safely with him or her all time during the examination)

- If it is safe to use the rear side of the building to continue the examination, the invigilator must decide together with the exam officer whether to start the examination or not. If they decide to start the examination, the delayed time will be added to the previous STOP time.

- Decision to conduct (i.e. restart) the examination **should not** be made prior to the arrival of fire marshal at the premises.

- Prior to the start of the examination at the rear building, the invigilators are strictly advised to set a heating/cooling device and ensure the room is at a right temperature. The college must provide a good examination atmosphere.

- If the interrupted time is well over the anticipated time, the exam officer would approach for further advice from the examination board with what he or she has witnessed.

- In all cases during the emergency evacuation, the college would prioritise its events for the personal safety of staff and candidates. However, it will make its every effort to fully follow the procedures set out under the paragraph 16 of JCQ - Instructions for conducting examinations.

KANDIAH KANDEEPAN
CENTRE HEAD AND PRINCIPAL OF HARROW INDEPENDENT COLLEGE

Fire Marshal: Kandiah Kandeepan
First Aiders: Sandhya Parameswaran

Review Date: 16th April 2026

Next Review date: On or before 16th April 2027

Reference Document(s):

- JCQ Instructions for Conducting Examination
- LOCAL EMERGENCY SUPPORT (HARROW)

http://www.harrow.gov.uk/info/200039/emergencies_and_out_of_hours_support/883/emergencies_and_out_of_hours_service/3

- **Local emergency support**
  Metropolitan police at Harrow - 020 8423 1212
  NHS Direct - 0845 4647
  Harrow fire service - 020 7587 4721
  Anti-terrorism hotline - 0800 789 321
  Local Authority Safeguarding Local Number: 020 8901 2690 for Children and 020 8901 2680 for adults.

  Ensure that you call 999 if you are unable to contact Police and/or Fire Station at any emergency.