

Policy and Procedures for all examinations conducted at The Evolution Centre

Checklist for all exam rooms

- check the clock is accurate and in full working order, visible for all candidates
- seating is correct, individual desks and minimum of 1.25 metres between chairs
- check the environment of the room- heat and lighting (consider these throughout the exam)
- Invigilator table (on the table emergency evacuation tray and procedure, ICE book)
- white board visible for all candidates
- JCQ 'warning to candidates' poster displayed inside the exam room
- JCQ 'mobile/technology devices' poster displayed inside the exam room
- A copy of the ICE book **MUST** be in the exam room
- Additional stationary list (including additional answer booklets where appropriate) or specific instructions/erratum's issued by the exam board
- Spare set of stationary list i.e. black pens etc.
- Students must remain under supervision until 10.30am for morning exams and 2.30pm for afternoon exams. For exams of less than one hour's duration, students must remain under supervision for a period equal to the duration of the exam after the published starting time shown on the timetable.

To be written on the whiteboard visible by all candidates.

1. Centre number-29103
2. Date of the exam
3. Awarding body
4. Exam title including paper code
5. Start time
6. Finish time
7. Candidate numbers

Emergency Evacuation Procedures

Should it be necessary to evacuate the examination room, then the following procedures must be followed:

1. The invigilator must instruct all candidates to stop writing
2. The invigilator must secure all papers, if necessary on his/her person
3. The invigilator must evacuate all student requesting them to leave in silence
4. The invigilator must make a note of the evacuation time
5. Once at the muster point care and school staff should isolate each candidate ensuring there is no communication between candidates.
6. If it is possible to return to the examination room, then the paper should be re-started and the finish time adjusted.
7. If it is not possible to return a member of school staff should contact head office to warn of arrival.
8. If it is impossible to return to the examination room, students need to be taken individually in company cars with care staff to Head Office.
9. The emergency tray will be taken by the invigilator with the papers, invigilation notices and extra stationery for the exam to be re-started at Head Office.
10. Once at Head Office the exam will be re-started with the examination finish time appropriately adjusted.
11. Papers to return to the main site with invigilator to be secured until posted.
12. A full write up of the situation must be given to the Exams Officer

Emergency alternate examination address:

Black Birches, Hadnall, Nr Shrewsbury, Shropshire, SY4 3DH

Telephone number: 01939 210040

For any other queries regarding the conduct of exams please refer to the JCQ 'Instruction for Conducting Examinations' book or the examinations officer.

Last review completed	March 2019
Next review due	March 2020
Reviewed by	Head teacher and Exams Officer