



St Matthew Academy

EXAM CONTINGENCY & EVACUATION

Policy

Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

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Purpose of policy

This policy examines potential risks and issues that could cause disruption to the management and administration of the exam process at St Matthew Academy. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

At all times, the Examinations Officer and Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that the JCQ regulations for approved centres 2018/19 is adhered to where possible.

Alongside internal processes, this plan is informed by information contained in the Joint contingency plan for the examination system in England, Wales and Northern Ireland where it is stated that: "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

Contingencies/Risks contained in this document

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Exam Contingency procedures

- 1. In the event of the short or long-term absence of the Exams Officer** the management and administration of the exam cycle should be undertaken including:

Planning

- annual data collection exercise undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators recruited

Entries

- awarding bodies informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred are dealt with.

Pre-exams

- invigilators trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules prepared
- candidates briefed on exam timetables and awarding body information for candidates
- confidential exam/assessment materials and candidates' work stored under required secure conditions in the exam secure cupboard.
- internal assessment marks and samples of candidates' work submitted to awarding bodies/external moderators

Exam time

- exams/assessments taken under the conditions prescribed by awarding bodies
- required reports/requests submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts dispatched as required for marking to awarding bodies

Results and post-results

- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

The nominated members of staff mentioned below shall take over his/her duties until s/he returns. It is the responsibility of the Exams Officer to ensure that the members of staff named below are fully briefed and prepared as to their contingency role.

This briefing should be carried out annually, by no later than the Autumn half-term holiday.

Centre actions to mitigate the impact of the disruption

The Data Manager (currently Briony Crammond) will take over the running and implementation of the entry process for public exams. This includes

- liaising with Heads of Subject to ensure intentions to enter and/or estimated entries are submitted to the exam boards
- liaising with Heads of Subject to establish firm and final entry requirements for each subject
- downloading the appropriate exam basedata to SIMS
- creating and populating SIMS marksheets according to the Heads of Subjects' entry requirements
- checking with Heads of Subject that the information on those marksheets is correct before proceeding with submitting entries (and any subsequent amendments to entries) via A2C to the exam boards.
- checking on the exam boards' secure websites that the entries have been received and processed

All of the above shall be completed by the appropriate deadlines to avoid unnecessary additional expense to the school. The nominated member of SLT – Emma Thurston will take over the day to day running and conduct of public exams. This includes

- the receiving, logging, checking and secure storage of exam papers as they arrive in school
- contacting exam boards with queries about exam papers as & when they arise
- ensuring the rooming, notices and equipment for each exam meets JCQ requirements
- ensuring that each exam is properly and professionally invigilated
- starting and finishing each and every public exam wherever possible
- ensuring the completed exam papers are properly collated and ordered, packaged and labelled ready for posting
- taking responsibility for any inspection visits from external bodies (e.g. exam boards, JCQ)
- keeping a record of the hours worked by external exam invigilators, and submitting them monthly to the HR department to ensure their payment

The Access Arrangements Officer (Hemaang Vyas) will assume full responsibility for ensuring Access Arrangements (AA) and Special Consideration (SC) procedures are followed.

This includes:

- making, and keeping up to date applications for Access Arrangements for any students taking public exams, and keeping all relevant documentation up to date
- evidence of need and evidence to support normal way of working is collated.
- modified paper requirements are identified in a timely manner to enable ordering to meet external deadlines.
- staff providing support to access arrangements are allocated and trained
- ensuring the rooming, notices and equipment for each exam meets JCQ requirements for AA candidates
- ensuring that each exam for AA candidates is properly and professionally invigilated
- starting and finishing each and every public exam for AA candidates wherever possible
- taking responsibility for any inspections of AA arrangements by external bodies (eg exam boards, JCQ)
- recognise duties towards disabled candidates as defined under the terms of the Equality Act 2010.

- obtaining any necessary paper evidence (eg medical letters) to support applications for Special Considerations for public exam candidates, and making such post-exam applications by the required deadlines

The Office Manager - Rebecca Jones will take over the responsibility for ensuring the completed exams are posted off for marking. This includes

- completing and filing the exam dispatch log on each day of public exams with the PB number of each package and all the appropriate details of the relevant exam, with the destination postcode
- ensuring the secure storage of completed exams until they are collected by the appropriate courier
- ensuring each exam is collected no later than the next working day after the exam takes place

2. In the case of teaching staff extended absence where key tasks have not been undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking
- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

The internal verifier in discussions with the line manager should inform the examinations officer who should contact the examination board straight away to find what the correct course of action is. This may include extra costs to the centre.

3. In the case of lack of trained invigilators or invigilator absence - SMA use 7 regular invigilators of which 4 can act as invigilator leads. Where there is invigilator shortage or absence on peak exam days, TA and non-subject teachers will be drafted in to invigilate. New invigilators undergo training by the Exams Officer and complete a period of shadowing, following appointment. They are permitted to work independently once they, and the Exams Officer are happy that they are competent and confident in processes and procedures. Annual training sessions are held in October for all invigilators in order to refresh their knowledge and communicate JCQ regulation changes and update local information. Minor absence issues (such as an invigilator calling in sick) are covered by a member of the Exams team or attempts are made to contact another invigilator from the pool.

Where invigilator absence still remains, HR will call the relevant agencies for vetted invigilators. In extreme circumstances, SLT will act as invigilators after receiving training from the Examinations Officer.

4. In the case of disruption to the distribution and transportation of examination papers/scripts.

4.1 In the event that there is disruption to the distribution and transportation of completed examination scripts, the following applies:

- All scripts are signed in and kept in a secure room until collection and removal to the examination secure room. These scripts are quality assured by the Exams officer who will check that the correct paper and the required quantity has been delivered and date and time of examination is correct according to the final examination timetable.
- All scripts are returned using the designated dispatch methods prescribed by the Awarding Body concerned. Where this becomes unavailable or inappropriate, the Awarding Body will be contacted to discuss suitable alternatives.

4.2 In the event of large scale damage or destruction of completed examination scripts/ assessment evidence before it can be marked, the Exam Officer would notify the Awarding Body immediately for advice and further instructions. Student marks would be submitted based on appropriate evidence.

4.3 In the case where the centre is unable to distribute results as normal which is via collection by the learner, the results will be distributed by post.

5. In the case of computer failure:

- In the case of computer failure, students will always be compensated for the time lost in switching computers or venues. Time lost will be recorded by invigilators
- Where possible, students taking on-screen tests will be asked to log on to 2 adjacent computers, so that minimal time is lost switching from one to the other, should one fail
- If there is mass computer failure in one room students will be moved to another computer room
- If there is mass computer failure throughout the school, the time lost until the system is rebooted will be recorded, the candidates will be kept under supervision, and then given the appropriate time to finish the exam once the system is up and running again
- The appropriate exam board will always be informed of any occurrence of this type and special consideration applied for if appropriate

6. Any other Irregularities

Head of centre

- Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

Senior leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

- 7. In case of school disruption/closure due to fire, flood or any other extreme circumstance:**
1. Contact the relevant awarding organisation and follow its instructions.
 2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
 - Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue. It may be possible to use rooms/space at our partner schools, Sacred Heart and St Thomas the Apostle College or at Christ the King. If feasible, this would be suggested to JCQ as alternative accommodation 'in extremis'. Sacred Heart, Christ the King and St Thomas the Apostle are recognised exam centres.
 3. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned. In the event of lack of space to conduct examinations:
 - Exams officer will identify sufficient/appropriate rooms during exams timetable planning. The majority of exams are accommodated in the Sports Hall, standard size classrooms/ICT suites and the exam team works closely in order to utilise rooms effectively
 - Liaise with HR/Cover lead to supply suitable and available exam rooms on peak exam days
 - Main exam venues unavailable due to an unexpected incident at exam time – in this instance examinations will be held in the main hall
 4. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
 5. Communicate with any external assessors or relevant third parties including invigilators regarding any changes to the exam or assessment timetable.

After the exam

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.

2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

In the event that candidates are unable to take examinations because of a crisis, where the Centre remains open the response is dependent on the type of issue. The procedure for absence is outlined in the examinations policy. A hardcopy is given to all candidates in April of each academic year and is available on the Academy's website. If a candidate is able to sit the exam but cannot attend the Centre due to a crisis, appropriate communication with the relevant Awarding Bodies would be undertaken by the Exams Officer and alternative options would be explored (home, hospital, alternative Centre etc.). Appropriate use of Special Consideration policies would be applied should the candidate/candidates be unable to attend due to unforeseen circumstances and where alternative arrangements could not be made or are not agreed by the Awarding Body.

8. **In the case of widespread national disruption**, the government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables. (Also refer to Appendices 7 & 8 checklists).

The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

9. Exam evacuation procedure

This part of the policy details how St Matthew Academy deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed.

This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Roles and responsibilities:

Head of centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Senior leader

- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required
-

Special educational needs coordinator (SENCo)

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed (Candidate exam handbook), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedures for every exam room
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room
- Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the special consideration process

Other relevant centre staff

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the exam room
- Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating
-

On the sounding of the fire alarm (a long continuous ringing) you must:

1. Instruct all candidates to stop writing and record the time
2. Make a note of the time of the interruption and how long it lasts.
3. Invigilators will take the following immediate emergency action: EVACUATE THE ROOM, leave all scripts and question papers where they are.
4. Take the exam attendance record with you.
5. At an appropriate time make a full report of the incident and of the action taken. Pass this information to the Exams Officer

Assembly Point

In the event of a real emergency – the Invigilators will accompany the exam candidates onto the astroturf (across the road from main Academy entrance). They are to be kept away from all other pupils. Exam conditions will still apply and candidates are to be reminded not to communicate with one another.

- Invigilators MUST remain with their candidates.
- Invigilators must check the students against the attendance register. They must report any anomalies to the Exams officer.

Re-starting the exam

Firstly ascertain that it is safe to re-enter the building, once confirmed the following procedures can be implemented by the Invigilator:

1. Make a note of the time of the interruption and how long it lasted.
2. Ensure exam conditions are maintained throughout the stoppage
3. Once any external disturbance (alarm/noise) has ceased, Invigilators must advise the candidates that the exam will re-commence in one minute.
4. Re-start the exam, allowing the candidates the full working time set for the examination. No additional time may be applied.
5. Make a full report of the incident and of the action taken and pass to the Exams Officer

See below a list of Appendices that contain checklists that require LIV/EO signature in the case of emergency risks during an examination sessions

Appendix 1 (page 11)

- A candidate requiring an emergency access arrangement(s) at the time of an exam

Appendix 2 (page 12)

- A candidate arriving for an exam who is clearly unwell or extremely distressed

Appendix 3 (page 13)

- A candidate absent from an exam

Appendix 4 (page 14)

- A candidate arriving late for an exam (after 9.30am for AM sessions and 2.00pm for PM sessions)

Appendix 5 (page 15)

- A candidate arriving very late for an exam (after 10.00am for AM sessions and 2.30pm for PM sessions)

Appendix 6 (page 16)

- A candidate suspected of or committing actual malpractice in the exam room

Appendix 7 (page 17)

- What to do in the case of a major disruption in the exam room

Appendix 8 (page 18)

- What to do in the case of an emergency evacuation

Appendix 1

1. A candidate requiring an emergency access arrangement(s) at the time of an exam	Who	✓
Keep the candidate calm and comfortable and under centre supervision from the required time while appropriate arrangements are put in place (from 9.30am for morning sessions and 2pm for afternoon sessions)	IV	
Consider if supervised rest breaks would be appropriate to ease the candidate's condition	LIV	
Consider if an application for 25% extra time is warranted (where the candidate may not be conversant with the proposed arrangement(s) being put in place, for example the use of a scribe)	EO	
Allocate separate invigilation within the centre	EO	
Ensure you have someone available to facilitate the access arrangement, for example a practical assistant, prompter, reader, scribe	EO/ SEN	
Apply for approval through AAO (where the arrangement requires this); print and file approval, the supporting evidence (where required) and a signed data protection notice	EO/ SEN	
Record any relevant information on the <i>exam room incident log</i> (include any judgement on how the candidate's condition may have affected performance in the exam)	LIV	
Where appropriate and the candidate is eligible, instigate the special consideration process (<i>'Candidates who are present for the assessment but disadvantaged'</i>)	EO	

Invigilator name: _____ Date: _____

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____

Appendix 2

2. A candidate arriving for an exam who is clearly unwell or extremely distressed	Who	✓
Keep the candidate calm and comfortable and under centre supervision from the required time if alternative seating, rooming or access arrangements need to be put in place (see also above)	IV	
Make any change that may be required to the seating plan (that may be conducive to ease the candidate's situation - seat by the door, at back of room, separate room etc.)	LIV	
Inform invigilators if the candidate may need to leave the room temporarily under supervision	EO	
Record any relevant information on the <i>exam room incident log</i> (include any judgement on how the candidate's condition may have affected performance in the exam)	LIV	
Where appropriate and the candidate is eligible, instigate the special consideration process (<i>'Candidates who are present for the assessment but disadvantaged'</i>)	EO	

Invigilator name: _____ Date: _____

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____

Appendix 3

3. A candidate absent from an exam	Who	✓
Follow your centre policy for dealing with candidate absence (if this includes making every effort to determine the whereabouts of a candidate, inform appropriate centre staff to instigate this)	EO/ DOL	
If an absent candidate subsequently arrives late or very late, follow process(es) below	LIV	
When a candidate is confirmed as absent record the absence on the attendance register (annotating the seating plan would also be useful to back up confirmed absence)	LIV	
Where appropriate and the candidate is eligible, instigate the special consideration process (<i>'Candidates who are absent from a timetabled component/unit for acceptable reasons'</i>)	EO	

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____

Appendix 4

4. A candidate arriving late for an exam	Who	✓
Where a candidate arrives after 9.30am for a morning exam and after 2pm for an afternoon exam, follow your centre policy for dealing with late arrivals	EO	
Brief the candidate on any erratum notices and the possession of any unauthorised materials	LIV	
As far as possible, admit the candidate into the exam room and allow the full exam time duration	EO	
Mark the candidate present on the attendance register	LIV	

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____

Appendix 5

5. A candidate arriving very late for an exam	Who	✓
Where a candidate arrives after 10am for a morning exam and after 2.30pm for an afternoon exam, follow your centre policy for dealing with a very late arrival (for an exam of 1 hour or less a candidate is considered very late if they arrive after the awarding body's published finishing time for the exam)	EO/ LIV	
Where notified of a possible very late arrival, the parent/carer must be informed of required supervision arrangements (and be prepared to sign a statement that the required supervision was in place)	EO/ DOL	
Record time the candidate came under centre supervision; brief the candidate as per arrangements for late arrivals	LIV	
Warn the candidate the awarding body may not accept their script for marking	EO/ LIV	
Subject to centre policy and rooming/invigilation constraints, admit the candidate into the exam room and allow the full exam time duration; mark the candidate as present on the attendance register	EO	
Complete form <u>JCQ/VLA</u> <i>Report on candidate admitted very late to examination room</i> and send to awarding body	EO	

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____

Appendix 6

6. A candidate suspected of or committing actual malpractice in the exam room	Who	✓
In any event, disruption to other candidates should be kept to a minimum (this includes disturbance that may be caused by the actions of invigilators)	LIV	
In the case of disruptive behaviour by a candidate, issue warning of removal from exam room (remove if necessary or determine if placing the candidate in isolation to complete the exam is appropriate)	LIV	
Make the candidate aware that they are suspected of malpractice (a look, a quiet word, removal of unauthorised material may be enough during the exam)	EO/ LIV	
Record the situation and action taken on the <i>exam room incident log</i> (include any judgement on the level of disruption to other candidates – see <i>major disruption below</i>)	LIV/ IV	
At the end of the exam quietly instruct the candidate to remain in the exam room; inform the candidate that a report will be made to the awarding body and a penalty may be issued by the awarding body	LIV/ EO	
Allow the candidate the opportunity to provide a written statement	EO	
Complete form JCQ/M1 Suspected candidate malpractice and send to awarding body	EO	
Where appropriate, notify the candidate preferably in writing of what will happen next	EO	

Invigilator name: _____ Date: _____

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____

Appendix 7

7. A major disruption in the exam room	Who	✓
Stop the candidates from writing; remind them they are still under exam conditions	LIV	
Record the time of the interruption on the <i>exam room incident log</i> (where appropriate instigate the centre's emergency evacuation procedure)	LIV	
Restart the exam as soon as practically possible after the disruption or evacuation (allow candidates the full remaining working time and amend the displayed finish time)	LIV	
Record the situation and action taken on the <i>exam room incident log</i> (include any judgement on how the disruption or evacuation affected the subsequent performance of candidates)	LIV	
In extreme situations where the exam cannot be restarted, contact the awarding body for guidance	EO	
Where appropriate, instigate the special consideration process for all candidates (<i>'Candidates who are present for the assessment but disadvantaged'</i>)	EO	

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____

Appendix 8

8. Emergency evacuation procedure for examinations in the event of fire alarm or bomb alert	Who	✓
Stop the candidates from writing.	LIV	
Collect the attendance register (in order to ensure all candidates are present).	LIV	
Evacuate the examination room in line with the instructions given by the appropriate authority	LIV	
Advise candidates to leave all question papers and scripts in the examination room.	LIV	
Candidates should leave the room in silence.	LIV	
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.	LIV	
Make a note of the time of the interruption and how long it lasted.	LIV	
Allow the candidates the full working time set for the examination.	LIV	
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	EO	
Make a full report of the incident and of the action taken, and send to the relevant awarding body.	EO	

Lead invigilator name: _____ Date: _____

Exam officer signature: _____ Date: _____