

4.07 Examinations Emergency Plan

- a) Where emergencies interrupt or disrupt public examinations and national tests, for example a fire alarm sounding, in such cases a test administrator will:
 - Stop the clock. If the problem can be dealt with in a straightforward way, for example, if it is an audible disturbance that can be stopped, the test can be restarted and the pupils given the correct remaining time to complete the test.
 - If necessary, follow their normal school policy for evacuating a building, seeking to uphold the integrity of the tests.
 - The test will continue as soon as possible. All pupils will be given the correct amount of time.
- b) The Headteacher or senior teacher will make a note of the incident and the times at which the test was stopped and restarted.
- c) If the problem cannot be dealt with in a straightforward way, the Headteacher or senior teacher will contact the LA Chief Adviser. If they are not available, for end of Key Stage tests, the school will contact the Standards and Testing Agency on 0300 303 3015.
- d) Where possible, pupils will remain in the test room while the problem is being resolved. They will be supervised at all times and not allowed to talk to one another.
- e) Major disruptions during public examinations will be reported to the relevant examination board.