




BISHOP CHALLONER CATHOLIC COLLEGE

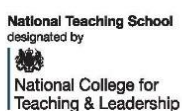
Bishop Challoner Catholic College 	Procedure BC_017	Next Review	Feb 2021
		Review Period	1 Years
		Proposed	SLT 2017
		Reviewed	Premises Feb 2020
		Website - Published	Jan 2020
		Current Status	Under Review
		Staff Owner	L. Houldcroft
		Government/DfE Requirement	Voluntary
		<h2>Emergency Examination Procedure</h2>	

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Emergency Examination Procedure

Introduction

This procedure is to be used in the event of either a candidate or a member of staff requiring medical assistance in an examination venue.

OBJECTIVE – To maintain the integrity of both the examination paper and the examination centre and to ensure the safety of the casualty.

- Stop the examination
- Second invigilator must **note the time when the exam was stopped**
- Briefly explain the situation to candidates with minimum information (without breaching the rights of any individual to confidentiality) who must then remain silent and not communicate with other candidates
- **AUDITORIUM** – Lead invigilator to send invigilator/runner to inform the school first aider, SMT and Examinations Officer
- **CLASSROOMS** – Lead invigilator to instruct runner to inform the school first aider, SMT and Examinations Officer
- If necessary move any candidates and furniture which would impede the casualty or access of the first aider / ambulance crew
- Assess the gravity of the medical situation
 - If the casualty is clearly in grave danger, students should be directed to leave the examination room (in complete silence) via an appropriate exit. A decision will then be made on how they are to be accommodated until a decision can be made regarding the continuation of the examination
 - If the casualty is clearly in no immediate danger students will remain in the examination room, maintaining silence
- Once the casualty is removed from the room restart the examination with adjusted end time
- Apply for special consideration for all candidates in the room