BISHOP CHALLONER CATHOLIC COLLEGE

Emergency Examination Policy

Our Mission Statement

In our Community of Faith in
Bishop Challoner Catholic College
We give glory to God by developing our full potential and in
Our service to others
In the name of the Father and of the Son and
Of the Holy Spirit

Introduction

This policy 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

Reviewed February 2019
Ratified by Governors February 2019
Next review February 2020