

Exams Fire Evacuation Procedures

In the event of a fire alarm, the following procedures apply.

- Stop the candidates from writing.
- Note the time.
- **ALL** candidates must remain under exam conditions **at all times** in order to preserve the integrity of the exam paper.
- Wait for a member of SLT or the Examinations Officer, who will lead you through the fire exit door in the Gym to the outside area adjacent to the playground. Students must line up as per the seating plan in the Exam Hall. The Lead Invigilator will be responsible for making sure that all Registers are taken and handed to a member of SLT.
- Either the Examinations Officer or a member of SLT will take responsibility for any satellite rooms, with the Invigilator being responsible for taking a copy of the register outside.
- Nothing should be removed from the Exam Hall - no exam papers, equipment or any other personal belongings. Everything should be left on desks.

IMPORTANT – before the students exit the exam room remind them that they are still under examination conditions and under **NO CIRCUMSTANCES** should they communicate with anyone. Remind them that a breach of regulations could mean disqualification from their examination.

IMPORTANT - the students should assemble in the courtyard just outside the gym. This will ensure that they are isolated from the other classes/students.

IMPORTANT – any students taking exams in the SEN Department will adhere to the same rules but will be led out of the building by the SENCO.

- Keep contact with the fire warden and ask him if you have the all clear for re-entering the exam rooms.
- Note the time of re-starting the examination and change the finish time. Special Consideration will be applied for.