

EXAMINATIONS FIRE EVACUATION PROCEDURE

In the event of a fire alarm, the following procedure applies:

- Candidates are to stop writing and put down pens.
- Invigilators will note the time that the fire alarm went off, how long the interruption lasts and how long the examination had been going on for.
- Before the Candidates exit, the invigilators will remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another. A breach of regulations could mean disqualification from their examination.
- The Candidates should remain calm and leave their papers on their desks and leave by the main entrance (reception) and gather at the bottom of the path on the car park. Candidates are to leave a row at a time when told to do so, and escorted by invigilators.
- Candidates should be lined up according to the seating plan for that particular examination. When assembled on the car park invigilators will take the examination register to ensure that all candidates are present.
- The Examination Officer and assistant will make their way to the exam rooms to ensure that these regulations are adhered to.
- At the end of the emergency the Exams Officer, Miss Clements or a senior member of staff will inform the candidates when to return to the examination room. The invigilators will remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another whilst returning to the exam room.
- On return to the examination room the candidates will return to their seats quietly and resume the exam when told to do so, still receiving the **full working time set** for the examination.
- A full written report of the incident is then sent to the relevant examination board.

Miss Clements,
Examination Officer