

Fire Evacuation Procedures for Examinations

Invigilators must take the following action in the case of an emergency:-

1. Instruct candidates to stop writing immediately. They should place their exam scripts face down and put their pens on top.
2. Instruct the candidates to leave the room/s and in the order that they are sitting, in **SILENCE**, as they are still under exam conditions. Leave all equipment in the examination room. The fire assembly point is located in either the Sports Hall or on the school playing field across the road from the school if the Sports Hall is out of bounds
3. Invigilators should take the Attendance Registers and Invigilators signing in sheet to the fire assembly point to ensure all candidates are present. The Examinations Manager will meet the exams team at the exam hall to assist in the evacuation to the fire assembly point
4. Candidates are to be supervised as closely as possible while they are out of the examination room and must be kept away from the rest of the schools students and staff.
5. An attendance register check should be taken of all candidates and invigilators at the fire assembly point to ensure that all are present.
6. Exam candidates will return to the exam room/s **IN SILENCE** before the rest of the school is released back to lessons
5. On return to the examination room/s, ensure the candidates do not recommence their examinations until told to do so. Students will be given the full time for their exam and timings will be adjusted on the exam whiteboard at the front of the exam room.
6. Ensure that an Examinations Record of Incident form is completed with the time of the interruption and evacuation, how long it lasted and the time of the recommencement of examination to enable the Examinations Manager to make a report to the appropriate examination board.