



EXAMS FIRE POLICY

Emergency Evacuation of an Examination Room

On Hearing the Fire Alarm, the invigilator must take the following action in an emergency:

- Tell the candidates to stop writing, close question papers and scripts and leave on the desk.
- Keep students quiet and seating until Exams Officer or a member of the SLT team tells you to evacuate
- Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.
- The invigilator should collect the exam register and folder and evacuate the candidates by following the emergency exit signs.
- DDA – CANDIDATES WHO HAVE A DECLARED DISABILITY will be subject to the Personal Evacuation Procedures in place
- Assemble the candidates together as a group away from the rest of the school on the:

ASTRO

astro turf area in the walled garden between stable house and junior school

- When assembled check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room.
- Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.
- Make a note of the time of the interruption and how long it lasted.
- EO will take a roll call of Invigilators.
- At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.
- On return to the examination room allow the candidates **the full working time** set for the examination.
- Make a full written report of the incident to the Examinations Officer.