

Emergency evacuation procedure

FIRE ALARM IN EXAMS

If the fire alarm activates during an exam, the Senior Invigilator must stop the exam immediately, tell the students to stop writing and that they must remain silent.

1. Stop the exam and take note of the time.
2. Advise the students to close their question papers and/or answer booklets and let them know that you are awaiting instructions
3. Switch on the Walkie Talkie to Channel 9 and await instructions from the Exam Manager.
4. Ensure that exam conditions are adhered to at all times.
5. Site staff or SLT to advise Exam Manager whether the alarm is real or a false.
6. The Exam Manager will advise the Senior Invigilator via Walkie Talkie that it is a false alarm.
7. EM will visit the exam room(s).

FALSE ALARM

- Wait until the fire alarm has stopped ringing.
- Advise students that the Awarding Body will be informed.
- Recommence the exam, adding time lost to the end the end of the exam.

FIRE

If it is necessary to evacuate the room please follow these further instructions:

Small rooms (10 students or less):

- Collect the attendance register (to check all candidates are present after evacuation)
- Collect question papers and/or answer booklets and seal them in a spare exam envelope.
- Advise the students that exam rules still apply and that there should be no talking or communicating in any way – Awarding Bodies WILL be informed of students fail to comply.
- Escort the Students onto either the Tennis Courts OR the Car Park at the front of school (you will be advised depending on where the fire is situated)
- Keep the group together but DO NOT allow them to communicate in any way.

Larger rooms:

- Collect the attendance register (to check all candidates are present after evacuation)
- Remain with students until further staff arrive from the Front Admin Office, Data Hub & Staff Office
- Advise the students that Exam rules still apply and that there should be no talking or communicating in any way – Awarding Bodies WILL be informed of students fail to comply.
- Advise candidates to leave all question papers and scripts in the examination room
- Allocate a row of students per Invigilator or member of extra staff & escort the Students onto either the Tennis Courts OR the Car Park at the front of school (you will be advised depending on where the fire is situated)
- Keep the group together but DO NOT allow them to communicate in any way

If possible and students can return to room, ensure the students get the full remaining time of the exam. The Exams Manager will make a full report of the incident and the action taken and send to the relevant awarding body. If the security of the exam papers is under question the awarding body will be contacted immediately. Special consideration applications will be submitted where necessary.