

# ***Exams Fire Evacuation Procedures***

## ***ON HEARING THE FIRE ALARM...***

### **Candidates must:**

- Stop writing immediately.
- Evacuate the room in silence, follow the instructions of the invigilator and exit the building via the nearest safe exit.
- *Assemble on the playground*, where a role call will be taken.

### **Candidates must not:**

- Stop to collect their belongings.
- Take exam papers out of the room with them.
- Enter into any discussion regarding the exam paper.

## ***ON HEARING THE FIRE ALARM...***

### **Invigilators will:**

- Call an immediate halt to the exam and escort the candidates to the fire assembly point via the nearest safe exit.
- If possible, collect and take all exam papers out along with the attendance register.
- Take a role call and supervise candidates closely to ensure there is no discussion about the exam paper.
- Make a note of the time of the interruption and how long it lasted.
- If given the all clear, resume the exam allowing extra time to

compensate for the time lost by the evacuation.

- Make a full report of the incident and the action taken, and send it to the relevant awarding body.

