



EXAMINATION FIRE EVACUATION PROCEDURE

In the event of a fire alarm, the following procedures apply;

- Stop the students from writing and advise to close their answer booklet.
- Collect the attendance register (to ensure all candidates are present).
- Make a note of the time the examination was suspended.
- All examination question and answer papers and materials should be left on the candidates' exam desk and **NOT** taken out with them. No bags or personal belongings should be taken out of the exam venue with the candidates.
- Tell the students to remain calm and leave by the nearest fire exit in silence.
- **IMPORTANT** – **BEFORE** the students exit the exam venue, remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should talk to one another. Remind them that a breach of regulations will result in disqualification from their examination paper or subject.
- **IMPORTANT** – all students should assemble in the Mauve courtyard opposite the Drama Suite and remain in **SILENCE**. Make sure there is no discussion about the examination. Please line up students according to the examination being taken.
- 1 invigilator should leave with a group at each fire exit. The registers and pen should be taken out with the invigilators. Invigilators should take the register once students are in the Mauve courtyard to ensure that all students are present and accounted for.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scrips) to another place to finish the examination.
- Once the building has been deemed safe, escort all students back to their examination desks in silence.
- Once students are seated and settled re-start the examination, reminding the students that they are still under formal exam conditions and must not restart writing their answers until instructed to do so.
- Announce clearly to candidates when they may begin to write their answers (the exam will formally resume at this point) and specify the remaining time allowed for the paper(S).
- Make a note of the exam(s) resumed and amend the displayed finishing time.
- Allow the candidates the remainder of the working time set for the examination once it resumes (candidates must be given the opportunity to sit the examination for its published duration).
- Record as much detail on the exam room incident log (ensuring candidates are continually supervised throughout the whole time the resumed exam is in progress and giving complete attention to this duty at all times) and ensure the exams officer is fully briefed at the end of the exam(s) to enable a full report to be submitted to the awarding body/bodies.