

# Emergency Evacuation of an Examination Room

## Exam venue -

### On Hearing the Fire Alarm

The invigilator must take the following action in an emergency such as a fire alarm:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks. Note the time.
- 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 evacuate the candidates by following the emergency exit signs.
- Equality Act – CANDIDATES WHO HAVE A DECLARED DISABILITY WILL BE SUBJECT TO THE Personal Evacuation Procedures in place.
- Assemble the candidates in:

## INSIDE THE TENNIS COURTS

- 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.
- 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 make a note of the time the interruption lasted.
- When settled in 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.