

## Examination Emergency Evacuation Procedures

Should the fire alarm go off during a public exam, the exam will be able to continue if these instructions are followed

- Keep calm.
- Make a note of the time
- Lead invigilator must alert Exams Officer to the fire alarm – we have zonal fire alarms in the school and the exams officer may not hear a fire bell. Either make contact by mobile phone (077 525 49055) or send another invigilator to the Exams Office
- Make it very clear straight away that the boys must remain under exam conditions (i.e. **silence**), so that they will be able to continue the exam, but with the time lost added on. **This means that any talking will be treated as if the exam were still running and will be reported, resulting in possible disqualification.**
- Instruct the boys to stop writing and to close their papers (i.e. answer papers not visible).
- Evacuate the room in an orderly manner. Dismiss the boys, one row at a time, they are to leave everything in the exam room
- Take the seating plan with you
- They are to follow an invigilator to the muster area, which is **on the field between the Sports Hall and STEM centre** (note, the muster area for all other students is the other side of the field. Exam candidates must be kept separate). As they arrive there, they are to line up, remaining in exam number order. For large exams, several lines might be needed, but other staff should be there by then to help and SLT will be able to assist.
- The Lead Invigilator/Exams Officer will be the last one to leave, ensuring the room is empty, and doors closed etc.
- Keep reminding the boys that they are not to talk to anyone.
- A senior member of staff will advise when it is clear to return; the boys will be already lined up ready to be seated as if they were starting the exam.
- They should be seated exactly as before in the exam room. The boys are not to start until directed to do so. The Lead Invigilator will explain what time is remaining, and the end times of the exam altered accordingly. I would suggest a few moments are given for the boys to settle and gather their thoughts. If in any doubt, the Lead Invigilator should await further instructions from the Exams Officer.