

Examinations Fire or Emergency Evacuation Procedure



EXAMINATIONS FIRE OR EMERGENCY EVACUATION PROCEDURE

LEADERSHIP RESPONSIBILITY: MR PITT

DATE: JANUARY 2024

REVIEW DATE: JANUARY 2025

HEADTEACHER

SIGNED: 

Examinations Fire or Emergency Evacuation Procedure



In the event of a fire alarm going off during an examination, or there is an emergency evacuation, and the candidates and invigilators need to be removed from the school the following procedures must be followed.

1. Ask the candidates to stop writing and put their pens / pencils down.
2. Ask candidates to line up by the door ready for evacuation, leaving any papers or materials on the desks. No bags or personal belongings should be taken out of the Hall with the candidates.
3. BEFORE the candidates leave the Hall, and other concession rooms, remind them that they are still under GCSE Examination Board conditions and under NO CIRCUMSTANCES should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
4. UNDER NO CIRCUMSTANCES are candidates to take their mobile phone or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
5. The candidates should leave the Hall, and other concession rooms in an orderly fashion via the fire exits. They should be supervised by the invigilators and a senior member of staff. The exam registers should be taken out with the invigilators. Invigilators should take a rollcall, which can take from the examination attendance register. Which is always completed once the exam has commenced and all candidates are seated. to ensure that all candidates are present and accounted for.
6. IMPORTANT – the candidates should assemble behind the goal posts in the playground. Which, lead up to the MUGA ensuring that they have no contact with other students. This will ensure that they are isolated from the other classes / candidates. Please line up the candidates in alphabetical order according to the examination being taken.
7. Upon re-entry to the Hall, and other concession rooms, the lead invigilator needs to note the time of re-starting the examination and change the finish time. Ensure that the School Examination Officer, has full details of the incident, so that a Special Consideration Form can be produced and sent to the appropriate exam board.