

EXAMINATIONS FIRE REGULATIONS **PROCEDURES FOR STUDENTS**

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

- ✓ You should remain calm and leave your belongings and all question and answer papers on your desk. Close your answer book. You may not take out any personal belongings. The invigilator leading your exam will tell you which exit you will be leaving by, and you must all stay together.
- ✓ **IMPORTANT:** As you leave the exam hall/room, remember that you are still under exam conditions, and under **NO** circumstances are you allowed to talk to one another or use a mobile 'phone (which you should not have on you anyway). **REMEMBER:** a breach of regulations could mean disqualification from your examination.
- ✓ Invigilators will leave the exam hall/room with you, and will take the attendance registers and seat plans with them in order to make sure all candidates have left the exam hall/room. The assembly point for all students and invigilators involved in an exam at the time of an evacuation is at the bottom end of the playground, nearest to the rear hall doors, in lines parallel to the rest of the school. Once assembled, Invigilators will take a roll call to ensure all students and invigilators are accounted for.
- ✓ Exam candidates will be isolated from the other classes/students, and accompanied by invigilators during the entire procedure.
- ✓ Exam candidates should line up in silence, according to the exam they are taking, e.g. one line for Maths GCSE, another for GCE DT, another for GCE Economics etc.
- ✓ The invigilators will wait to receive clearance from the Fire Officer (in yellow coat) before re-entering the exam hall/room. You should not attempt to do this yourself until the invigilator has given you instructions.
- ✓ You must re-enter the exam hall/room in silence. You will be allowed a short rest break/toilet break (accompanied), and a few minutes to calm down to get back into 'exam mode'. The time lost on the evacuation will be added to the end of the exam finish time.
- ✓ The Examinations Officer will be aware of the incident, and in the case of public exams, a Special Considerations form will be submitted for all students involved to the relevant boards.

Mrs J Pelling and Mrs J Berridge
Examinations Officers