



EXAMINATION AND ASSESSMENT

FIRE / EMERGENCY EVACUATION POLICY

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Emergency Fire Evacuation Procedures

The purpose of the fire evacuation policy is to provide a procedure which will ensure that all pupils, staff and visitors are able to evacuate if necessary, in a timely and safe manner.

The Fire Alarm System

During an examination, if the Fire Alarm sounds or an emergency evacuation is required, any candidates, staff or volunteers must follow the relevant evacuation procedures. For the general fire evacuation process, please refer to the Fire Evacuation Procedures.

Examination Fire Evacuation Procedures

In event of the Fire Alarm sounding, Invigilators should

- Tell the candidates to stop writing and leave the question papers and scripts on their desks (the time should be noted).
- The room should be evacuated in an orderly fashion without talking.
- Candidates should leave all their belongings and not attempt to collect them.
- The Invigilator should collect the exam register, evacuate the candidates, and take them to their designated area, which is shown on the Emergency Evacuation of an Examination Room poster placed in the exam room.
- When candidates have arrived at the assembly point a register must be taken to check candidates are all correct and present.
- Candidates must be supervised by the invigilators and not allowed to communicate with each other.
- At the end of the emergency, a senior member of staff will inform invigilators when they can take candidates back to the exam room.
- On return to the exam room, the time must be noted and when settled the candidates should be allowed the full working time set for the examination. A full written report of the incident must be given to the Examinations Officer.