

IN A FIRE ALARM (or similar emergency)

- 1 **Stop** examination and make a note of the time and how long the exam has been going on.
- 2 **GYM/HALL/SPORTS HALL Leave scripts in place.** Candidates remain in silence. If required to leave the building; one invigilator goes outside first, then leads the pupils in an orderly manner to assemble on the Sports Field using fire exit doors and wait for Mrs Clough to arrive.
SILENCE MUST BE MAINTAINED BETWEEN CANDIDATES.
- 3 **MEETINGS/SMALL CLASSROOM SMALL EXAMS:** Scripts may be removed by invigilator and kept secure. Pupils should evacuate the building with an invigilator and assemble on the Sports Field.
SILENCE MUST BE MAINTAINED BETWEEN CANDIDATES.
- 4 Any bags and personal belonging must be left, remind pupils that they are under exam conditions and could be disqualified if they breach these. One invigilator should take the register and seating plan along with a pen to take a register and make sure all pupils are accounted for.
- 5 **RETURN TO EXAM AFTER EMERGENCY:** When candidates are able to resume their seats, ensure that they draw a horizontal line across the script at the point where the work was interrupted.
- 6 Change the finish times stated on the boards to enable them to have the full amount of time remaining.
- 7 Report must be sent to the awarding body. Ensure Mrs Clough has full details using the Exam Incident Log.

Exams:
Extension: 246

Date:				
name	in	out	in	out

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