

IN A FIRE ALARM (or similar emergency)

1. **STOP** candidates writing and make a note of the time and how long the exam has been going on.
2. Candidates should be advised to close answer booklets/combined question and answer booklets.
3. **GYM/MAIN HALL/SPORTS HALL LEAVE SCRIPTS IN PLACE but collect the seating plan/attendance register.** Candidates **MUST** remain in silence. If required to leave the building using the fire exit doors one invigilator goes outside first, then leads the pupils in an orderly manner to assemble on the Astroturf and wait for a member of Staff to arrive.
4. **MEETINGS/CLASSROOM** small exams: scripts and question papers may be removed by the invigilator and kept secure if this seems appropriate. Pupils should evacuate the building with an invigilator and assemble on the Astroturf at the rear of the school.

SILENCE MUST BE MAINTAINED BETWEEN CANDIDATES AT ALL TIMES

5. Any bags and personal belongings must be left, remind pupils that they are under exam conditions and could be disqualified if they breach these. One invigilator should take the attendance register and seating plan along with a pen to take a register and ensure all pupils are accounted for.
6. **RETURN TO EXAM AFTER EMERGENCY:** When candidates are able to resume their seats, ensure that they draw a horizontal line across their script at the point where the work was interrupted.
7. **Change the finish times stated on the board to enable them to have the full amount of time remaining.**
8. Report must be sent to the awarding body. Ensure the Examinations Officer has full details of the timings of the emergency and the action taken using the exam incident log (appendix 3)

Exams extension: 246, 235