



School Policy 19c – Exam Evacuation Procedure Policy Centre No: 14302

Evacuation Procedures in the event of a fire alarm or similar emergency

Please refer to the instructions in the JCQ ICE booklet (page 39)

If the Fire Alarm sounds please continue with the exam, the Exam Officer or a member of the Senior Leadership Team will report the nature of the situation.

If there is a fire or other similar emergency and the room needs to be evacuated:

Stop the candidates from writing and note the time accurately.

Collect attendance register (in order to ensure all candidates are present).

Reassure candidates that allowance will be made for the interruption. Candidates should remain silent at all times.

All question papers, scripts and personal stationery should be left on desks.

Evacuate the room as per the displayed Fire Notice Instructions.

The whole group (in the hall, G block or F1) should make their way out of the fire doors to the grassed area. If other rooms are being used you should follow the evacuation procedure shown by the door, making your way down to the grassed area by the West Courts. Candidates should be kept separated from the main group of evacuees. The Invigilators must stay with the candidates at all times. Candidates should stay silent and **are not allowed to discuss the examination**. Keep the candidates isolated and under careful supervision until told it is safe to return.

Make a note of the time when the examination resumes, allowing the full working time allowed for the exam.

Make a full report of the incident and action taken and send to the relevant awarding body and submit a request for special consideration.

Governors Committee Responsible for the Policy:	Curriculum
Date of Policy:	October 2016
Date Approved:	12 th October 2016
Recommended Review Period:	Annual
Headteacher/Head of Centre:	Mr R Parrish
SLT member:	Nr N Hart
Exams Officer	Mrs L Garrod