

## **School Policy on Emergency Evacuation Procedures During Examinations**

<b>Name of school:</b>	The Grange School
<b>Date of Policy:</b>	<b>23<sup>rd</sup> June 2011</b>
<b>Member(s) of staff Responsible:</b>	Mrs J Lock, Mrs S Aston
<b>Review Date:</b>	<b>June 2012</b>

All Examination Invigilators to receive instruction from the Examination Officer on the emergency evacuation procedures should an incident arise whilst examinations are in progress.

Prior to the examination period and again at the beginning of each examination candidates will be informed of the emergency evacuation procedures to follow should an incident arise whilst in the Hall or other designated examination room.

### **On hearing a fire alarm before an examination:**

- Please proceed as you normally would for a fire alarm
- Go to the assembly points on the field and stand in your form groups

### **On hearing a fire alarm during the examination:**

Examination Invigilators will note the time and then instruct the candidates to:

- Stop writing immediately, close the question paper and turn it face down on the desk
- Remind the candidates that they are still under examination conditions and must refrain from talking
- Await confirmation from the Examinations Officer or a senior member of staff that the exam room should be evacuated
- Candidates should leave all question papers and answer scripts in the exam room
- Candidates must follow the evacuation instructions given by the Examination Invigilators and leave the room in silence, there must be no talking or communicating with any other candidates

- Examination Invigilators must take the attendance register with them and use this to check all candidates are present
- Examination candidates are to proceed to the Examination Assembly Point on the field by the Sports Hall and stand 1.25 metres apart from each other. Candidates must wait in silence with the invigilators. At this time the invigilators will have to do a register
- When told to re-enter the examination room candidates must go directly to their allocated seat and wait in silence until told to restart the examination
- A note must be made of the time of the interruption and how long it lasted
- Candidates will be allowed the correct amount of time for the examination
- A full report of the incident will be sent to the examination board and a request for special consideration for the disturbance will be submitted
- When it is a false alarm situation, the examination will be restarted, candidates will be allowed the full working time for the examination and a report of the incident will be submitted to the examining board with a request for special consideration

*Signed...I Walshaw..... on behalf of the Governing Body*

*Date.....23.6.11.....*

*Signed... J Thomas..... on behalf of the School*

*Date.....23.6.11.....*