**Updated: April 2022**

**Review Due: March 2023**

In the event of an exam room evacuation follow this procedure:

1. Note the time that the alarm went off and how long the examination has been going on. Inform the candidates to stop writing.
2. Tell candidates to remain calm and SILENT
3. Instruct them to leave their belongings and papers on their desk.
4. Remind them that they are still under examination board conditions BEFORE candidates exit the exam room and under NO CIRCUMSTANCES should they talk to one another.
5. Remind them that a breach of regulations could mean disqualification from their examination.

* A member of SLT or the Exams Officer will come to the Hall & Gym immediately and inform you if evacuation should take place.

**If no one has arrived within 2 minutes, or if the immediate situation dictates,** the Lead Invigilator will lead the evacuation.

* All examination question and answer papers and materials should be left on the candidates’ exam desk and **NOT** taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.
* One invigilator should leave with a group at each fire exit. The registers (photocopied and original) should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all candidates are present and accounted for.
* Candidates should assemble on the school field to the right of the Sports Hall. This will ensure that they are isolated from the other classes/students. Candidates should be lined up according to the examination taken; e.g. 1 line for GCE Media, 1 line for GCSE French etc.

As building work develops and the layout of the school changes this assembly point may change; it is vital all invigilators check for updates to this procedure prior to a new set of exams. Changes made to it during an exam season will be communicated verbally to invigilators to ensure everyone remains fully up-to-date. Our intention is not to change mid-season to avoid any possible misunderstanding.

* The Exams Officer or a member of the Senior Leadership Team will give the all clear for re-entering the exam room.
* Note the time of re-starting the examination and change the finish time. Inform Exams Officer of the incident, so that a Special Consideration Form can be produced.
* **FOR** **SMALLER EXAMINATION** rooms you should evacuate immediately. Leave by the nearest exit and assemble on the school field to the right of the sports hall and await instructions from the Exams Officer.