

EMERGENCY EVACUATION PROCEDURE – **EXTERNAL EXAMINATIONS**

CHURCHILL HALL (Bell)

1. If the alarm rings wait, in the first instance, a few moments to ensure it is not a test.
2. If the alarm rings continuously outside Churchill Hall, do not evacuate.
 - 2.1. The Exams Officer will proceed to the exam room but if the alarm is distracting to the candidates, announce that they should continue with the exam as the alarm is not in the building and that Special Consideration will be applied.
3. If the alarm rings continuously inside Churchill Hall, the Exams Officer/SLT will proceed to the exam room but the invigilator should begin immediate evacuation using the following procedure as follows:
 - 3.1. Note down the:
 - 3.1.1.length of time elapsed since the exam began
 - 3.1.2.the actual time
 - 3.2. Pick up the seating plan and the attendance register
 - 3.3. If this is a listening exam, pause the recording
 - 3.4. Instruct the candidates to:
 - 3.4.1.stop the exam (as evacuation is necessary)
 - 3.4.2.remain calm
 - 3.4.3.remain silent
 - 3.4.4.leave all exam materials BUT close exam answer booklets
 - 3.4.5.leave all personal belongings
 - 3.5. Remind candidates:
 - 3.5.1.they remain under exam conditions
 - 3.5.2.that they should not communicate with other candidates
 - 3.5.3.a breach of regulations could mean disqualification
 - 3.6. Evacuate to the grassed area outside Churchill Hall ensuring silence is maintained and that candidates are supervised
 - 3.7. Keep the group of candidates together, separate to candidates from other exam rooms, and away from other students
 - 3.8. Account for all candidates using the seating plan
 - 3.9. Maintain silence
 - 3.10. Do not re-enter the building until the Exams Officer/SLT advises it is safe to do so
 - 3.11. Enter the building, reminding candidates to remain silent
 - 3.12. Instruct candidates to draw a line, on the answer paper, at the point they had reached when the exam was halted
 - 3.13. Re-start the exam
 - 3.14. Amend the end time of the exam on the board
 - 3.15. Note down the re-start time
 - 3.16. Give the note stating the three times to the Exams Officer so that Special Consideration can be applied for

CCF (Bell) & MUSIC CLASSROOMS (Electronic Siren)

1. If the alarm rings wait, in the first instance, a few moments to ensure it is not a test.
2. If the alarm rings continuously, the Exams Officer/SLT will proceed to the exam room but the invigilator should begin immediate evacuation using the procedure as for Churchill Hall, points 3.1-3.16.

COMPUTER ROOMS & LANGUAGE CLASSROOMS (Electronic Siren)

1. If the alarm rings wait, in the first instance, a few moments to ensure it is not a test.
2. If the alarm rings continuously, a member of SLT will proceed to the exam room but the invigilator should begin immediate evacuation using the following procedure. The Exams Officer will proceed to the exam room as soon as Churchill Hall has been checked.
 - 2.1. Note down the:
 - 2.1.1.length of time elapsed since the exam began
 - 2.1.2.the actual time
 - 2.2. Pick up the seating plan and the attendance register
 - 2.3. If this is a listening exam, pause the recording
 - 2.4. Instruct the candidates to:
 - 2.4.1.stop the exam (as evacuation is necessary)
 - 2.4.2.remain calm
 - 2.4.3.remain silent
 - 2.4.4.leave all exam materials BUT close exam answer booklets
 - 2.4.5.leave all personal belongings
 - 2.5. Remind candidates:
 - 2.5.1.they remain under exam conditions
 - 2.5.2.that they should not communicate with other candidates
 - 2.5.3.a breach of regulations could mean disqualification
 - 2.6. Evacuate to the grassed area outside Language classrooms 2 & 3 ensuring silence is maintained and that candidates are supervised
 - 2.7. Keep the group of candidates together, separate to candidates from other exam rooms, and away from other students
 - 2.8. Account for all candidates using the seating plan
 - 2.9. Maintain silence
 - 2.10. Do not re-enter the building until the Exams Officer/SLT advises it is safe to do so
 - 2.11. Enter the building, reminding candidates to remain silent
 - 2.12. Instruct candidates to draw a line, on the answer paper, at the point they had reached when the exam was halted
 - 2.13. Re-start the exam
 - 2.14. Amend the end time of the exam on the board
 - 2.15. Note down the re-start time
 - 2.16. Give the note stating the three times to the Exams Officer so that Special Consideration can be applied for