

St Benedict's Catholic College



Exam room Emergency Evacuation Procedure

Reviewed by	Mrs L Luaces-Fernandez
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Emergency Evacuation Procedures

The fire alarm is a prolonged continuous bell, not to be confused with the lesson change bell.

Remain calm – the Exams Officer will come over to the Sports Hall immediately, but in the meantime follow the instructions below:

Stop the candidates from writing and note the time on the white board

Instruct the students to close their papers, and remind them to maintain exam conditions at all times

Collect the seating plan/attendance register

Advise candidates to leave all question papers and scripts in the examination room. Candidates **must** be advised to close their answer booklet and leave them on their desk

Students should be evacuated in an orderly fashion, row by row in silence, and **assemble on playground near tennis courts in rows as seated in hall**

Evacuation procedures may differ for students with a disability and instructions will be given as the need arises

Students are required to remain under examination conditions at all times

Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination

Make a note of the time of the interruption and how long it lasted

Once the all clear is given, students will be escorted back to the examination room to their usual places. Students must wait until told to restart.

Allow the candidates the remainder of the working time set for the examination once it resumes

The restart time and the duration of the interruption will be noted and a new finishing time displayed

Suspension time and restart time to be passed to Exams Officer with any other relevant information

The Exams Officer will submit a full report to the examination board(s) concerned

Students will be allowed full working time to finish the exam paper

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Smaller rooms

If you are in one of the smaller rooms where there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination; contact the Exam Officer for directions.

The candidates must leave the room in silence

Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination

Make a note of the time of the interruption and how long it lasted

Allow the candidates the remainder of the working time set for the examination once it resumes