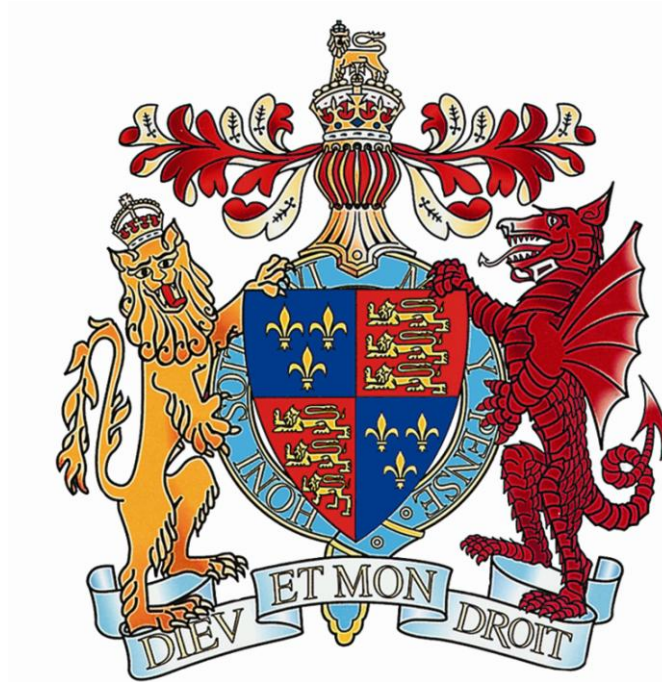


KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS



EMERGENCY PROCEDURE POLICY FOR EXAMINATIONS

CENTRE NUMBER 20151

FIRE DRILL/ EMERGENCY EVACUATION PROCEDURE FOR EXAMINATIONS

In case of any emergency, if the Fire alarm sounds

CANDIDATES

YOU SHOULD

BE SILENT, STOP WORKING AND LEAVE ALL QUESTION PAPERS AND SCRIPTS ON THE DESK

LISTEN CAREFULLY TO INSTRUCTIONS FROM INVIGILATORS.
YOU WILL BE ASKED TO LEAVE THE EXAMINATION ROOM IN SILENCE AND IN THE ORDER YOU ARE SITTING

YOU WILL BE ESCORTED BY INVIGILATORS TO A DESIGNATED ASSEMBLY POINT, THIS POINT IS BEHIND THE TUTOR GROUP ASSEMBLY POINT, AT THE SCHOOL END OF THE FIELD.

ALL CANDIDATES ARE TO REMAIN SEPARATE FROM OTHER PUPILS AND MAKE NO ATTEMPT TO REJOIN THEIR TUTOR GROUP

YOU MUST WAIT IN SILENCE AND NOT MAKE ANY ATTEMPT TO COMMUNICATE WITH OTHERS

WALK SAFELY TO YOUR ASSEMBLY POINT

PUSH INTERNAL FIRE DOORS TO EXIT

REGISTER PROMPTLY WITH YOUR INVIGILATOR ON ARRIVAL AT ASSEMBLY POINT

REMAIN IN SILENCE UNTIL INVIGILATORS GIVE THE ALL CLEAR SIGNAL TO RETURN TO THE BUILDING

RETURN TO EXAMINATION ROOM IN SILENCE, RETURN TO YOUR ALLOCATED SEAT.

DO NOT START WRITING UNTIL THE INVIGILATORS ARE READY AND INFORM YOU TO DO SO.

YOU WILL BE ALLOWED THE FULL WORKING TIME FOR THE EXAMINATION

A REPORT WILL BE SENT TO THE EXAMINING BODY DETAILING THE INCIDENT

YOU SHOULD NOT -

STOP TO COLLECT BELONGINGS

RUN

LINE UP WITH YOUR TUTOR GROUP

COMMUNICATE WITH OTHER CANDIDATES

USE THE LIFT

INVIGILATORS

THE INVIGILATOR MUST TAKE THE FOLLOWING ACTION IN AN EMERGENCY SUCH AS A FIRE OR A BOMB ALERT

- STOP THE CANDIDATES FROM WRITING.
- COLLECT THE ATTENDANCE REGISTER, LOG THE TIME OF THE INCIDENT AND EVACUATE THE EXAMINATION ROOM IN LINE WITH THE INSTRUCTIONS GIVEN BY THE APPROPRIATE AUTHORITY.
- INSTRUCT CANDIDATES TO LEAVE ALL QUESTION PAPERS AND SCRIPTS IN THE EXAMINATION ROOM. CANDIDATES SHOULD LEAVE THE ROOM IN SILENCE. (EXPLAIN TO CANDIDATES THAT IF THEY COMMUNICATE WITH OTHERS THEY WILL NOT BE ALLOWED TO CONTINUE THE EXAMINATION IF CANDIDATES ARE ALLOWED TO RETURN TO THE EXAMINATION ROOM AFTER THE EMERGENCY).
- MAKE SURE THAT THE CANDIDATES ARE SUPERVISED AS CLOSELY AS POSSIBLE WHILE THEY ARE OUT OF THE EXAMINATION ROOM TO MAKE SURE THERE IS NO DISCUSSION ABOUT THE EXAMINATION. MAKE A NOTE OF THE TIME OF THE INTERRUPTION AND HOW LONG IT LASTED.
- CANDIDATES ARE TO REMAIN SEPARATE FROM OTHER STUDENTS AND SHOULD NOT COMMUNICATE WITH ANYONE AS THEY ARE STILL UNDER EXAMINATION CONDITIONS.
- THE DESIGNATED ASSEMBLY AREA FOR EXAMINATION CANDIDATES IS ON THE FIELD AT THE FRONT OF THE SCHOOL. EXAMINATION CANDIDATES SHOULD ASSEMBLE BEHIND TUTOR GROUPS (WITH A SUITABLE DISTANCE TO PREVENT COMMUNICATION), CANDIDATES SHOULD NOT LINE UP WITH THEIR TUTOR GROUP
- ALLOW THE CANDIDATES THE FULL WORKING TIME SET FOR THE EXAMINATION. MAKE A FULL RECORD OF STOP AND START TIMES ON THE INCIDENT SHEET.
- MAKE A FULL REPORT OF THE INCIDENT AND OF THE ACTION TAKEN FOR THE EXAMINATION OFFICER TO SEND TO THE RELEVANT AWARDDING BODY.