

## **ASHLEY HIGH SCHOOL**

### **EXAMINATIONS FIRE EVACUATION PROCEDURES**

In the event of a fire alarm going off during an examination, the following procedures must be followed.

1. Note the time that the fire alarm went off and how long the examination has been going on. Ask the candidates to stop writing and put their pens / pencils down.
2. If confirmation is made that it is a false alarm, the candidates may remain seated. The exam can continue once the alarm is silenced.
3. If evacuation is necessary, then all examination question and answer papers and materials should be left on the candidate's exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.
4. BEFORE the candidates leave the Hall and / or Drama Room, remind them that they are still under GCSE Examination Board conditions and under NO CIRCUMSTANCES should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
5. UNDER NO CIRCUMSTANCES are candidates to take their mobile phone or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
6. The candidates should leave the Hall / Dram Room in

an orderly fashion via the fire exits. They should be supervised by the invigilators and a senior member of staff. The exam registers 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.

7. **IMPORTANT** – the candidates should assemble in the Year 11 area of the playground but away from any other students also present in school. This will ensure that they are isolated from the other classes / candidates. Please line up the candidates in alphabetical order according to the examination being taken: e.g. 1 line for GCSE English, 1 line for GCSE Maths etc.
8. Upon re-entry to the Hall and/or Drama Room, note the time of re-starting the examination and change the finish time. Ensure that Sarah Crank, School Examination Officer, has full details of the incident, so that a Special Consideration Form can be produced.

For smaller examination rooms, the same rules apply. Just leave by the nearest fire exit and assemble in the playground as explained above.

Mrs Sarah Crank

Amended and approved by Governors