

# Woolwich Polytechnic School

## **FIRE AND EMERGENCY PROCEDURE DURING PUBLIC EXAMS**

Should the alarm sound during examinations students should continue working unless otherwise instructed (*during such activation an instruction will be issued within 2 minute by a senior member of staff if the students should evacuate the exam hall, although invigilators should exercise their initiative to order an evacuation if it is apparent the students or the examination venue are in any threat of danger*)

- When so instructed, the nominated Senior Invigilators should stop the exam noting the time of the interruption.
- **IMPORTANT** – Remind the students that they are still under examination board regulations and under **NO** circumstances should talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- Ensure **ALL question papers, scripts** and **ALL students' personal possessions** are left in the examination room. Students should be instructed to turn over their work or answer sheets before leaving the room.
- Invigilators should leave with each group via the Fire Exits and remain with the candidates. The registers or seating plan should be taken with the invigilator. Invigilator should take a roll call, to ensure that all students are present.
- The invigilators **MUST** ensure that the candidates are supervised as closely as possible whilst they are out of the examination room, so as to ensure there is no collusion.

### **EXAM ASSEMBLY AREAS**

Leave via exit doors and assemble in the courtyard just outside the Sports Hall or Gym. This will ensure that they are isolated from the other classes/students. Please line up the students according to the examination taken eg. 1 line for GCE Accounts, 1 line for GCSE History etc.

**Keep radio contact with the premises team and ask them if you have the all clear for re-entering the exam venues.**

- On returning to the examination area note the duration of the interruption. The exam is to be restarted on the instruction of the Examination Officer/Senior Manager. The candidates will be allowed the full working time prescribed for the examination.
- A detailed report will be required, submitted by the Examination Officer to the Headteacher and the awarding body.

For smaller examinations rooms, the same rules apply. Leave by the nearest fire exit and assemble in the Car Park by the back gate.