

Nova Hreed Exam Evacuation Procedures in the event of a fire alarm or similar emergency

Lead invigilator to stop the candidates from writing.

Inform candidates to close their answer booklet and leave it on the desk.

Note the time accurately.

Collect the attendance registers, a pen/pencil, and clipboards.

Reassure candidates that allowance will be made for the interruption. Ask them to remain silent as they evacuate the building.

All exam students to line up separate from other students on the field. Evacuate via fire exits and the front of the building to the outside field area.

Invigilators to take the register to ensure all students are present, Exams Officer/Exams Assistant to supervise students.

Keep the candidates isolated and under careful supervision until told it is safe to return. They are not allowed to discuss the examination.

Make a note of the time when the exam resumes, and how long the disruption lasted.

Allow full time allocation – add the disruption length onto the end of the examination.

An incident report is sent to the examining board(s) with a request for special consideration.

In the event of illness

One invigilator would remove the student from the exam and report to main reception, always staying with the student. Reception will call the first aider and assessment will be made.

Sonja Unwin

Head of Centre

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