****

**Emergency Procedures**

**During Exams Policy**

|  |  |
| --- | --- |
| School Staff were consulted on this document and it was accepted by the standards and performance committee on : |  |
| It was ratified by the Governing Body on : |  |

**The Shenfield High School Emergency Procedures During Exams Policy**

In the event of an emergency, i.e. the fire alarm sounding, the Examinations Officer or Examinations Assistant will go to the exam room immediately. Invigilators will ….

1. Stop the examination and record the time.
2. If possible over the sound of the fire alarm, instruct the candidates to remain in their seats and to arrange their papers neatly on their desk.
3. Candidates will be told that they MUST NOT talk to anyone outside the exam room and that on leaving they should push their chairs under their desk.
4. Evacuate the room in an orderly fashion, one row at a time, (if possible) through the emergency exit doors.
5. Invigilators will take the examination attendance register and escort the candidates to the meeting point for that venue i.e. Hall – side wall of Sports Hall and Gym – back wall of Sports Hall. Candidates should line up in rows, as they do before going into examinations. Where examinations are taking place in classrooms candidates must be taken to the Picnic Area outside Main Hall. Students must not go to their usual meeting points and should be kept separate from other students.
6. Invigilators will circulate frequently among the candidates and be alert for chatting or other signs of misconduct.
7. On returning to the Exam venue, invigilators will check the seating plan and register again to ensure that all candidates have returned to the correct seat. The examination will be formally restarted allowing adjustments to the finishing time to account for the ‘stoppage’ period.