

EXAMINATIONS EVACUATION PROCEDURE

In the event of a fire alarm, the following procedures will apply:

Invigilator instructions must be followed at all times.

You will be told to stop writing and to put down your pens.

Remain silent and stay calm.

Leave your papers on the desk.

Leave by the nearest fire exit in single file as instructed.

Remain with the invigilators at all times.

Assemble on the tennis courts lining up along the fence closest to the Sports Hall according to the examination taken eg. 1 line for GCE English, 1 line for GCSE French etc.

A roll-call will be taken to ensure that all students are present and accounted for.

REMEMBER that you are under examination board conditions and under NO CIRCUMSTANCES must you talk to one another or anyone other than examination staff. A breach of regulations could mean disqualification from the examination.