



## Procedures for Fire and Emergency Evacuation during Exams (2023-24)

### Emergency Evacuation Procedure for Students

#### What to do if there is an emergency during your exam

On the sound of the fire alarm (continuous ring):

Students must follow the instructions given by the exam invigilator(s). Exam conditions continue to apply so talking or gesturing to the other candidates is not allowed.

- ☐ Listen carefully to the instructions the invigilators give you.
- ☐ Leave the exam room row-by-row, calmly and stay with the members of staff at all times.
- ☐ Do not talk to other students, either from the exam or from outside – remember that you are still under formal exam conditions and have to follow the exam regulations.
- ☐ Staff will take you out of the building and lead you to your Muster point: **The playing field by the cloister**. You will wait here until the emergency is over & it has been confirmed safe to re-enter the building.
- ☐ You will not lose any time from your exam. When it is possible to return to your exam room, any time lost will be added onto the end of your exam time.
- ☐ If you break any of the exam regulations during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room.

#### Designated Assembly Points:

#### **The playing field by the Cloister**