



Emergency Evacuation Procedures from an Exam Room

If the fire alarm sounds in the middle of an examination, invigilators will direct students to the exits and the assembly point designated for the exam room.

Students will remain under high control exam conditions and away from other students not participating in exams. This means you will be expected to remain silent and not communicate with anyone in anyway unless instructed otherwise. This includes using a mobile technology.

Please close your answer booklet and leave it on the desk. You must not take your exam paper or script out of the exam room.

You will be advised when it is safe to return to the exam room. Any missed time will be added on to the end of the exam.

The Invigilator will complete an Incident Log and the Exams Officer will report the incident to the relevant Awarding Organisation.