

GCSE EXAMS FIRE ALARM POLICY 2017/18

IN THE EVENT OF AN ALARM

- All pupils must be instructed to stop work and remain silent.
- Note the time this happens.
- Having noted the time of the alarm, all papers must be left on the pupil's desk
- Collect the attendance register (in order to ensure all candidates are present)
- Pupils will leave the room escorted by the invigilators – BY ROWS, NO TALKING
- FROM MAIN HALL – leave the hall, via the fire doors, escorted by Invigilators
- FROM HART SPACE – leave via the Main Reception doors and assemble at the front of school – ALONG THE BRICK FOOTPATH - NO TALKING
- KEEP AS MUCH DISTANCE AS POSSIBLE BETWEEN THE ROWS
- Return to the HALL, row by row, ONLY, after the all clear
- Students in satellite rooms, also assemble ALONG THE BRICK FOOTPATH - NO TALKING
- Pupils only start work when whole room is settled
- Note the time lost – continue with exam until full time allowance is used.
- Any irregularities during the period concerning students must be reported to the Exam's Office

Exam's Officer to submit a Special Consideration Application to the relevant Exam Board

PLEASE NOTE, THIS IS A CHANGE OF POLICY

TO BE REVIEWED OCTOBER 2018