



**St Hugh's School**

Examinations Policy  
Fire Evacuation Procedures

## Fire Evacuation Procedures - Examinations

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

The Invigilator will:

- Record the time that the fire alarm sounded and how long the examination had been running
- Ensure all examination material is left in situ and NOT removed from the examination room with the exception of the attendance register
- Ensure all personal belongings remain in the examination room (as per school policy)
- Prior to leaving the examination room - students will be reminded that they are under examination conditions & under no circumstance are to speak to each other, other pupils or use a mobile device (breach of regulations with risk of disqualification)
- Leave with students or groups if more than one examination room is in use
- Students and invigilators, readers and scribes will assemble on the yard, separate from the rest of school
- Ensure all students are present and accounted for a roll-call will be taken using the attendance register
- On re-entry to school, the time of re-starting of the examination will be noted and the finish time amended.
- Inform the Examination Officer of the event in order for a Special Consideration form to be produced & completed