

EMERGENCY EVACUATION INSTRUCTIONS FOR EXAMINATIONS



Dated April 2021

- IF CANDIDATES ARE USING IT EQUIPMENT, INSTRUCT THEM TO SAVE IMMEDIATELY.
- IF THERE IS NO OBVIOUS DANGER TO STAFF AND CANDIDATES CONTINUE WITH THE EXAM. A MEMBER OF STAFF WILL COME TO INFORM YOU OF ANY ACTION NEEDED AS A MATTER OF URGENCY.
- ALL QUESTION PAPERS AND SCRIPTS MUST BE LEFT IN THE EXAMINATION ROOM.
- **IMPORTANT:** PLEASE MAKE SURE YOU NOTE THE TIME OF THE INTERRUPTION ON THE SEATING PLAN.
- INSTRUCT CANDIDATES TO FOLLOW INVIGILATORS: PICK UP SEATING PLAN AND LEAVE THE BUILDING QUICKLY. ESCORT TO THE ALL-WEATHER PITCH. DO NOT STOP TO COLLECT PERSONAL BELONGINGS. WHEN CLEAR OF THE BUILDING ASSEMBLE IN EXAMINATION GROUP.
- CHECK NAMES OFF ON SEATING PLAN, AWAIT FURTHER INSTRUCTIONS. DO NOT RETURN TO THE BUILDING UNTIL AUTHORISED TO DO SO.
- ALL CANDIDATES SHOULD REMAIN IN GROUPS WITH THE INVIGILATOR(S). TO ENSURE THERE IS NO COLLUSION, CANDIDATES SHOULD NOT DISCUSS THE EXAMINATION WITH EACH OTHER WHILST THEY ARE OUT OF THE EXAMINATION ROOM.
- AFTER CANDIDATES HAVE RETURNED TO THE EXAMINATION ROOM INVIGILATOR(S) SHOULD NOTE THE TIME AND DURATION OF THE INTERRUPTION ON THE SEATING PLAN AND REPORT IT TO THE EXAMS OFFICE AT THE END OF THE EXAM. CANDIDATES SHOULD THEN BE INSTRUCTED TO RESTART THE EXAMINATION – NO NOTES SHOULD BE MADE ON THE EXAMINATION SCRIPTS OR THE ATTENDANCE REGISTER THAT AN INTERRUPTION HAS OCCURRED. CANDIDATES WILL BE ALLOWED THE FULL WORKING TIME PRESCRIBED FOR THE EXAMINATION.