

Fire Drill

Examination procedures

Main Hall

Stop the candidate writing, leave papers on the desk and make a note of the time.

Await instructions from SLT to see if the room is to be evacuated or not.

If the hall is to be evacuated exit by the main entrance and take the candidates to the front car park.

Try to keep candidates in a group and discourage them from talking.

When returning to the exam room ask the candidates to write the time they were interrupted and the time they begin the rest of their exam on the paper and allow the time missed to be added to the finish time.

Drama Studio

Stop the candidate writing, leave papers on the desk and make a note of the time.

Await instructions from SLT to see if the room is going to be evacuated or not.

If the Drama Studio is to be evacuated exit by the Science doors and take the candidates to the front car park.

Try to keep candidates in a group and discourage them from talking.

When returning to the exam room ask the candidates to write the time they were interrupted and the time they begin the rest of their exam on the paper and allow the time missed to be added to the finish time.