



## SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

### EXAMINATIONS FIRE EVACUATION PROCEDURES

In the event of a fire alarm going off during an examination, the following procedures must be followed.

1. Note the time that the fire alarm went off and how long the examination has been going on. Ask the candidates to stop writing and put their pens / pencils down.
2. If confirmation is made that it is a false alarm, the candidates may remain seated. The exam can continue once the alarm is silenced.
3. If evacuation is necessary, then all examination question and answer papers and materials should be left on the candidate's exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.
4. BEFORE the candidates leave the Sports Hall, C03 and / or G14, remind them that they are still under GCSE Examination Board conditions and under NO CIRCUMSTANCES should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
5. UNDER NO CIRCUMSTANCES are candidates to take their mobile phone or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
6. The candidates should leave the Sports Hall, C03 and / or G14 in an orderly fashion via the fire exits. They should be supervised by the invigilators and a senior member of staff. The exam registers should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all candidates are present and accounted for.

Year 11 Sports Hall students to line up on the field outside of the emergency exit, G14 to line up in the playground and C03 candidates to line up on the grass outside of the Sixth Form building.

7. IMPORTANT – the candidates should assemble away from any other students also present in school. This will ensure that they are isolated from the other classes / candidates. Please line up the candidates in alphabetical order according to the examination being taken: e.g. 1 line for GCSE Geography, 1 line for GCSE French etc.
8. Upon re-entry to the Sports Hall, C03 and / or G14, note the time of re-starting the examination and change the finish time. Ensure that Emma Brockhouse, School Examination Officer, has full details of the incident, so that a Special Consideration application can be made.

For smaller examination rooms, the same rules apply. Just leave by the nearest fire exit and assemble in the playground as explained above.

We want all at SHS to believe in and maintain the values of our school:

