

**EMERGENCY PROCEDURES FOR PUBLIC EXAMINATIONS**

The following instructions are given in every examination room and are part of the annual training of staff in preparation for invigilation duties.

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| FIRE ALARM |
| **All locations** | **Fire Alarm:** Evacuate the girls ***in absolute silence.*** They must be taken to a separate area from the rest of the school (**usually the front lawn**). ***Take the attendance sheet with you and note the time.*** Stand the girls in line facing forwards towards you.* All examination materials must be left in the examination room
* On returning to the examination room make a note of the leaving and returning times.
* Adjust the finishing time to compensate, allowing about 5 minutes extra for disruption.
* Please give details in writing to Mr Buckingham.
* *If the emergency is nowhere near the examination building, send the attendance sheet to the main school area with a non-examinee, and return the girls to the exam room.*
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| OTHER EMERGENCIES |
|  | The reserve member of staff on duty should deal with emergencies. ***THE CANDIDATES MUST NOT BE LEFT UNSUPERVISED AT ANY TIME.*** (You may not leave the room.)**Noises outside the examination room are not emergencies**. Contact the reserve (where available) to deal with the situation. **Do not leave the room**.* If a candidate is forced by sudden indisposition to leave the examination room, the circumstances and time of departure and return should be noted and passed on to me.
* Candidates may be permitted to return to their desks only if they have been accompanied by a member of staff throughout their absence. If they have left the room unaccompanied the reserve should contact Mr Buckingham, Mr Swann or Mr Hughes (keeping the candidate with them).
* *Any candidate who is left unsupervised at any time may have her paper cancelled by the examining board.*
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| Sports Hall | **A member of staff is usually stationed at the back of the Sports Hall to** **deal with any emergencies or other incidents that occur when the Hall is in use.*** This member of staff should also ensure that the areas around the Sports Hall are kept quiet.
* If no reserve has been allocated to the exam room invigilator should take a mobile which must be *switched off.*
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| Allother Rooms | **A member of staff is usually stationed in the corridor outside the room**  **to deal with any emergencies or other incidents that occur in these rooms.*** This member of staff should also ensure that the areas around the rooms are kept quiet, including any external noises in the school grounds.
* If no reserve has been allocated to the exam room invigilator should take a mobile which must be *switched off.*
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| RESERVES |
|  |  The *reserve invigilator is based inside or outside the examination room* throughout the designated period, until the next reserve arrives. He or she should:* Respond to any emergency or incident as required. (*If necessary ask one of the secretaries to find Mr Buckingham, Mr Swann or Mr Hughes)*
* Use may be made of the Medical Centre if there is a Sister on duty, *but the reserve remains responsible for the supervision of the candidate.*

*The candidates must not be left unsupervised at any time.* |