

EXAMINATIONS

Emergency Evacuation Procedures

In the event of an Emergency, candidates are to follow the instructions of the Lead invigilator.

Unless otherwise advised, all alarms should be treated as an emergency and candidates should evacuate the room immediately.

Candidates must not stop to gather belongings and examination papers should be left on the desk.

Candidates are not to speak to each other whether in the examination room or whilst outside of it. They must follow the Lead Invigilator to a meeting point, where a register, ie the Attendance Register for that examination paper, will be taken by the Lead Invigilator to confirm attendance.

It is important that candidates remember that they should not consult with any of their fellow candidates; if they are seen to do so it may be construed as an attempt to cheat.

Where possible the examination will be resumed as soon as is practical.

Candidates will be given 10 minutes or so to re-read the examination paper and answer book(s) and the paper will be resumed.

Extra time will be allowed to recompense for the time lost, and candidates will be advised of a new examination finish time.

The Invigilator will confirm all of these details to the candidates.

If it is not possible to return to the building, the examination may be abandoned.

The Examinations' Manager will submit a full report to the appropriate Awarding Bodies.