



Examinations

Fire Evacuation

In the unlikely event of the fire bell sounding (or the exam hall has to be evacuated for any other reason), please follow these instructions to evacuate the exam area:

- 1 Close your question paper and place it FACE UP on your desk.**
- 2 Stand quietly when asked and make your way out of the room with an invigilator. The time will be noted when the exam was interrupted.**
- 3 Do not stop to gather personal belongings - the room will be locked.**
- 4 Do not talk or discuss the exam paper with anyone else. This could endanger the marks of everyone sitting the paper. The college is obliged to report if candidates are seen communicating.**
- 5 If it is safe to do so, we will re-enter the exam room. The paper will continue and you will be given the remainder of the time allowed for the paper.**
- 6 If you are not allowed back in the room for any reason, the exam officer will write to the awarding body, explaining the situation. The awarding body will then make a decision how to award marks.**

