



Kingswood House School

Emergency Evacuation Procedure for Examinations Candidate Brief

You **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stay calm!
- Follow the instructions given to you by the Invigilator.
- Stop writing and leave your question papers closed and scripts face up unless the Invigilator states otherwise.
- You will remain in exam conditions at all times so **do not communicate** to other candidates.
- Evacuate the examination room in line with the instructions given by the appropriate authority and the Invigilator.
- Assemble by the Adventure Playground with the Invigilator where the Exams Officer will ensure you are 1.25 meters apart.
- You will be allowed the full working time set for the examination.
- The Invigilator will make a full report of the incident and of the action taken, and give it to the Exams Officer to send to the relevant awarding body.