



THE CAMDEN
SCHOOL FOR GIRLS

Exams Emergency Procedure Policy



| | |
|----------------------------|------------------------|
| Lead Staff members: | P Schofield & L Lennon |
| Review Date: | January 2028 |

FIRE

If the fire alarm sounds:

1. Students are told to stop working and close their exam booklets.
2. Students must leave everything in the exam room and exit with the invigilators to the assembly points. These are as follows:-

Phase one:

| |
|--|
| Candidates in the Studio to be escorted to the mulberry tree area. |
|--|

| |
|--|
| Candidates in S5 and the gym to be escorted to the canopy beside the Sixth Form House. |
|--|

| |
|---|
| Candidates in any of the separate rooms to be escorted to either the mulberry tree area or the grass area beside Sixth Form House, whichever is nearer. |
|---|

| |
|---|
| Year 11 and Year 13 tutors to immediately check both venues to assist with registering and maintaining silence and exam conditions. |
|---|

Phase two:

| |
|---|
| Invigilators and year 11 tutors escort Year 11 candidates to the netball court. |
|---|

| |
|---|
| Invigilators and year 13 tutors escort Year 13 candidates to the Bartholomew Road assembly point. |
|---|

| |
|---|
| Invigilators and tutors remain with the candidates and escort them back to the exam room when instructed. |
|---|

3. They must remain in silence.
4. Candidates wait outside the exam room until their row is called in.
5. The exam will re-commence when everyone is ready.

INVACUATION

If the invacuation signal is sounded (continuous bell) :

1. Students are told to stop working and close their exam booklets.
2. Invigilators will lock the doors and close all the blinds.
3. Students will be instructed to sit on the floor or move to another appropriate place such as away from the windows.
4. They must remain in silence.
5. The room will remain locked until either an SLT member or someone from the emergency services gives the all clear or other instructions such as to evacuate. This is even if the fire alarm is sounded.
6. After the all clear, the exam will re-commence when everyone is ready.

RESPONSE

In the event of either emergency procedure the exam office will; contact the relevant exam boards for advice and support such as applying for Special Consideration