

## **IF THE FIRE ALARM GOES OFF DURING AN EXAMINATION**

- REMAIN SEATED AND CARRY ON WORKING
  
- **DO NOT SPEAK TO EACH OTHER – EXAMINATION RULES ARE STILL IN FORCE**
  
- **ONLY TAKE INSTRUCTIONS FROM A SENIOR MEMBER OF TEACHING STAFF, THE EXAMINATIONS OFFICER OR THE INVIGILATORS**
  
- IF WE HAVE TO LEAVE THE SPORTS HALL OR ANY OTHER EXAMINATION ROOM:-
  - \* **YOU MUST REMAIN SILENT AT ALL TIMES. IF YOU SPEAK TO EACH OTHER OR ANYBODY ELSE THIS WILL BE REPORTED TO THE EXAMINATION BOARD AND YOUR PAPER WILL BE CANCELLED**
  
  - \* **EVERYBODY WILL LEAVE THROUGH THE DOUBLE FIRE DOORS AT EACH SIDE OF THE SPORTS HALL – DO NOT LEAVE THROUGH THE OTHER ENTRANCE**
  
  - \* **IF YOU ARE IN THE BOARDROOM OR ANY OTHER ROOM PROCEED TO THE REAR EXIT PAST THE SPORTS HALL AND JOIN THE OTHER EXAMINATION CANDIDATES ON THE PLAYGROUND AT THE REAR OF THE SPORTS HALL**
  
  - \* **LEAVE YOUR PAPERS ON THE DESK – DO NOT TAKE THEM WITH YOU**
  
  - \* **INVIGILATORS PLEASE COLLECT THE REGISTER IF IT IS STILL IN THE EXAMINATION ROOM.**
  
  - \* **EVERYBODY MUST LINE UP IN SILENCE JUST OUTSIDE THE SPORTS HALL– DO NOT STAND WITH YOUR FORMS AND DO NOT SPEAK TO PASSERS-BY**
  
  - \* **REMAIN SILENT AND WAIT UNTIL YOU ARE TOLD THAT YOU CAN RETURN TO YOUR EXAMINATION ROOM**
  
  - \* **YOUR EXAMINATION WILL RECOMMENCE AND YOU WILL BE GIVEN THE TIME THAT HAS BEEN LOST DUE TO THE DISRUPTION**

**THE EXAMINATION BOARD WILL BE ADVISED THAT YOUR EXAMINATION WAS DISRUPTED AND THEY WILL MAKE ALLOWANCES WHEN MARKING YOUR PAPERS**

