



Emergency Alarm Procedure during Public Exams

1. Continuous alarm rings.
2. Invigilator instructs all candidates to stop writing, reminding them that exam conditions still apply, i.e. no communication. Invigilator takes a note of the time.
3. Leave all question papers and answer papers in the exam room. [Invigilator brings attendance register with them, if applicable.]
4. Leave the room in silence, in seating plan order – candidates will be supervised at all times to ensure there is no collusion.
It is very important not to talk to other candidates. Talking counts as malpractice (cheating), which must be reported to the Exam Board and could result in your disqualification.
5. Assemble in the designated exams area, separate from the other students of the school. Invigilator checks candidates all are present.
6. When given the all clear, return to the exam room and resume the exam(s), noting the resumption time and revised finish time(s).