



KING EDWARD VI SCHOOL

LICHFIELD

Emergency Evacuation Procedure

What to do if there is an emergency during your exam

- Listen carefully to the instructions the invigilators give you
- Close your exam paper – do not take this or any of your equipment / belongings with you
- Leave the exam room calmly and stay with the members of staff at all times
- Do not talk to other students, either from the exam or from outside – remember that you are still under exam conditions and have to follow the exam regulations
- Staff will take you out of the building and you will wait outside until the emergency is over
- You will not lose any time from your exam. When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the exam regulations during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room