Invigilator Exam Emergency Procedures

In the event of:
- Fire alarm
- Loss of power for more than 15 minutes
- Other emergency affecting the room or entire class

Student instructions*:
1. Turn OFF computers (press on/off button)
2. Exit the room (take computers)
3. Leave all bags and backpacks (women may take their purses if they are conveniently located, and do not interfere with evacuation of others)
4. Exit the building, and meet at area designated by College staff.

*Note: If alarm is sounding in the room, students may NOT be able to hear audible instructions, in which case they will have to be written on the white board. If alarm is sounding and lights are OFF, evacuate everyone from the room and building and then tell students to turn OFF their computers.

Invigilator Duty: An Invigilator should be located at each door to supervise the evacuation of students. Invigilators should examine each student's computer screen (when possible) as they leave. The computer screen should be dark (turned off). If screen is closed, ask them to lift it up so it can be viewed.

Electricity: If alarm does not sound (not an emergency situation) but power is off in the exam area, a decision will have to be made about relocating to a different space or stopping the exam. This decision should be made within 15 minutes of the power loss. Students should continue to work on their exam during this time.

Other: Other situations will be handled on an individual basis. Please ensure College staff are notified immediately.

Student Emergency Procedures

Should an emergency situation arise during an exam, there are specific instructions that you must follow. Following these procedures will allow your exam to be 'frozen' at the spot where you left off, and will stop the time from expiring (if activated). When the emergency situation has ended, a pass code will be used to reactivate your exam.

Exam invigilators will tell you when to activate these emergency procedures.

- ✓ **Turn OFF your computer (push on/off button) -- DO NOT just close screen**
- ✓ **Take computer and exit exam area and building (if required by fire marshals)**
- ✓ **Meet rest of class where invigilators designate**
- ✓ **DO NOT talk**
- ✓ **DO NOT turn on computer until instructed to do so**