

## Procedures in the event of evacuation of the examination room, due to fire alarm or similar.

Written exams under supervision is comprehensive at NTNU.

Decisions regarding completion of an exam after evacuation might have enormous consequences for students and employees.

Exams under supervision by invigilators are conducted because this form of assessment is seen as the most appropriate in order to achieve the learning outcome in the given course.

This means that the examination candidates are to submit an individual exam without being in contact with or talking to other candidates. Therefore, it is of vital importance that everyone knows the procedures and the required behavior during an evacuation.

Equal treatment of the candidates is important, and each candidate/student is responsible for not being in contact with other examination candidates during an evacuation situation.

The aim of the procedures is to ensure that everyone behaves in such a manner that the exams can resume, if permission to do so is given by the fire department.

However, even if the exam can resume, for some candidates the interruption may have made it impossible for them to complete their exam. Because of this, in most cases the students will be given an opportunity to re-sit the exam.

The procedures describe what happens before, during and after an evacuation of an exams room, when there is a written exam under supervision (digital and/or analogue).

The procedures point 1 – 3 will be carried out before all written exams under supervision, and they will be available on our web site.

Evacuation during an exam may result in cancellation of the exam. If the exam is cancelled, the time and date for a re-sit exam must be announced as soon as possible. If a re-sit exam is to be arranged, the form of assessment may be changed – Information about this must be given at the same time as the new time and date for the exam is announced.

If the evacuation situation disrupts an exam, where there are candidates in several of NTNU's campuses and campus towns taking the exam at the same time, a cancellation will only affect the candidates where the disruption has taken place.

The procedures for NTNU's exam invigilators and exam candidates should be published on NTNU's web site.

In addition, there will be procedures for NTNU Exams and for the Exam emergency team.

If the evacuation is due to an actual fire situation, an evacuation according to point 1-3 must be carried out. At the same time, NTNU's central Emergency plan will be implemented. This is therefore not described in detail here.

### 1. Before the exam starts:

All examination candidates and invigilators must be informed about procedures in case of an evacuation.

Information is to be provided over the speaker system, or either orally or written, in the examination room.

If the fire alarm is activated, or evacuation is necessary for other reasons, the Academic Administrative Division, by the Department Director, must be notified as soon as possible. The Exam emergency team will be set to decide whether the examination can continue or not. The faculty(s) may be called in to assist in the decision.

### 2. The examination invigilators must:

- on arrival at the examination room familiarize themselves with the fire instructions and emergency exits, and the designated evacuation meeting place for the building.
- before the examination begins, agree on who will be the first to leave the room - with the attendance list (designated "ones"), and who will be the last person to leave - and lock the room (key card or key) if there is time (designated "twos").
- before the examination begins, decide which group of students each invigilator will be responsible for in the event of an evacuation, and ensure that the examinees do not talk with each other during an evacuation.
- upon returning from an evacuation, ensure that the candidates sit quietly at their desks, without talking to each other and without resuming the exam until further notice is given.

### 3. At the beginning of the exam, the examination candidates must be informed of what will happen during, and after, an evacuation:

- that any fire alarm is to be taken seriously.
- where the emergency exit and meeting place are.
- that in the event of a fire alarm during an examination, exam papers etc. must be left at the desk. Also, it is not allowed to take mobile phones or other electronic equipment outside.
- that everyone must leave the examination room/building immediately by the nearest smoke-free exit. Lifts must not be used for emergency evacuation.
- that the candidates are not allowed to talk to each other, as this can affect whether the exam can be completed after an evacuation.
- that if the fire department gives the go-ahead to re-enter the building, it is the Department Director, in consultation with the Exam emergency team, who decides whether the exam can be resumed or must be cancelled. The Examinations Office notifies the faculty/course coordinator of the incident.
- that the candidates sit quietly in the examination room without resuming the exam until being told to do so. Extended examination time will be announced if the exam continues.

4. When returning to the examination room after an evacuation, students will be informed of the possible consequences of the evacuation:

- if the exam is cancelled, all answers will be submitted for grading by the Examinations Office. The student can then choose whether they want to keep this grade or register for a new examination. Such a decision will be made by the Exam emergency team and communicated to the candidates.
- exams that may be resumed after an evacuation can nevertheless be canceled afterwards. If irregularities are discovered, a new assessment of the evacuation situation must be made.
- as a general rule, new examinations are planned for all courses and students who have been affected by an evacuation situation. Students who then choose to sit for a new exam will have their first result canceled and the grade for the new exam will count.