

# **CBT EMERGENCY PROTOCOL**

## *Information for* **STUDENTS**

### **Instructions for students:**

1. **REMAIN CALM.**
2. **Pay attention to proctors and staff for instructions.** If an alarm is sounding and audible instructions cannot be given, instructions may be written where you can see them.
3. **IF instructed, turn OFF your computer or device.**  
**Press the on/off button until device shuts down.** Do not just close the laptop or screen. Shutting down the device will STOP the timer on your exam and will save your information. Your device must be completely powered off in order to stop the exam timer. IF the exam is resumed, you will start off at the same place you stopped as long as you shut down the device completely.
4. **IF you are told to evacuate,** proctors will direct you to **take ONLY your computer or device and EXIT** the classroom and/or building. Proctors will direct students to the designated safe area. DO NOT take backpacks or personal belongings. (You should not have any other belongings with you during the exam anyway.)
5. **NO STUDENT TALKING OR COMMUNICATING ALLOWED!**
6. **Do not turn on your computer or device until instructed to do so.**