**27.04.2019**

**ST. NICHOLAS’ INTERNATIONAL COLLEGE, NEGOMBO**

**SECURITY PLAN FOR THE EXAM CENTRE**

Dear Parents,

**SECURITY INFORMATION**

Only candidates and British Council staff will be allowed access to a venue.

Prior to each exam session, security staff will conduct a pre-session venue check, searching for suspicious items or anything out of the ordinary.

Vehicles are not allowed to be parked or stopped near the centre.

Candidates will enter the venue via a single entrance only.

**Candidates and staff will not be allowed to bring bags to exam sessions.**

A primary security check will be conducted at the venue entrance.  This will be comprised of a metal detector, a statement of entry check and bag check (if required).  The primary check will be conduct by security staff.

No bags or mobile phones will be allowed inside the premise.

A secondary check will be conducted at the exam hall entrance.  This will be comprised of matching identity documents with statements of entry.  This check will be completed by venue staff.

Bottles of water must be fully transparent.

For the duration of each exam, security staff will actively patrol the venue.  This includes the exterior of the exam hall, as invigilators will be present inside the halls.

On exam completion, candidates will be released in batches to avoid large crowds gathering outside the venue.

The school had requested all relevant government authorities to provide security for the venue.

**Rev. Fr. Rector**