

<b>Policy Name:</b>	<b>LOCKDOWN POLICY (EXAMS)</b>
<b>Policy Type:</b>	<b>Statutory</b>
<b>Issue Date:</b>	<b>7<sup>th</sup> March 2025</b>
<b>To be reviewed:</b>	<b>Annually – 7<sup>th</sup> March 2026</b>
<b>Approved by:</b>	<b>Board of Trustees</b>
<b>Policy Owner:</b>	<b>Steph Brown</b>

## 1. Aims

- a. The purpose of this policy is to confirm the arrangements at the centre for dealing with a lockdown when examinations are being conducted.
- b. A lockdown may be required in the following situations (this is not an exhaustive list):
  - 1) an incident or civil disturbance in the local community which poses a risk
  - 2) an intruder on the site with the potential to pose a risk
  - 3) local risk of air pollution, such as a smoke plume or gas cloud
  - 4) a major fire in the vicinity
  - 5) a dangerous animal roaming loose
  - 6) an internal threat from a student
  - 7) any other external or internal incident which has the potential to pose a threat
- c. Where a lockdown may be required when conducting examinations, the focus will be:
  - 1) the welfare and safety of candidates and exams staff
  - 2) maintaining the integrity and security of the examination/assessment process
- d. Depending on the nature of the incident, the centre may also decide to evacuate, invacuate (an inward evacuation) or use a protected space(s). However, this policy focuses specifically upon the actions, roles and responsibilities during an exams-related lockdown.
- e. In the event of a lockdown during an examination the focus before, during and after an exam will be:
  - 1) training staff engaged/involved in the conducting of examinations
  - 2) how to achieve an effective lockdown
  - 3) implementing RUN HIDE TELL principles
  - 4) the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
  - 5) how to let people know what's happening
  - 6) maintaining the integrity and security of the examinations/assessments process

## 2. Legislation and Guidance

- a. Lockdown procedures have been determined by consulting ProtectUK guidance.

## 3. Before the exam - Where a lockdown is required, procedures to be employed at the centre

- a. As candidates are entering/waiting to enter the examination room, Invigilators will:
  - 1) instruct candidates to enter the exam room immediately instruct candidates to remain silent, hide under desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode
  - 2) lock all windows and close any/all curtains/blinds
  - 3) switch off all lights
  - 4) lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
  - 5) take an attendance register/head count if possible
  - 6) (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth and attempt to use anything to hand to seal up cracks around doors and any vents into the room
  - 7) where safe/possible, not leave the examination question papers unattended/out of sight
- b. A senior leader will be present around the exam area and where safe/possible, communicate the situation to the exams officer (via mobile phone/walkie talkie on silent and non-vibrate mode)
- c. The exams officer will collate the information from exam rooms and forward to the head of centre immediately
- d. The head of centre will make decisions on alerting parents/carers, awarding bodies and emergency services

## 4. During the exam - Where a lockdown is required, procedures to be employed at the centre

- a. When candidates are in the examination room, Invigilators will:
  - 1) tell candidates to stop writing immediately and close their answer booklets
  - 2) collect the attendance register
  - 3) make a note of the time when the examination was suspended
  - 4) instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
  - 5) where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
  - 6) lock all windows and close any/all curtains/blinds
  - 7) switch off all lights
  - 8) lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
  - 9) (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth and attempt to use anything to hand to seal up cracks around doors and any vents into the room
  - 10) where safe/possible, not leave the examination question papers unattended/out of sight
- b. Where safe/possible, the exams officer will collate information from exam rooms and forward to the head of centre immediately

- c. The head of centre will make decisions on alerting parents/carers, awarding bodies and emergency services
- d. If appropriate, where safe/possible, and following instruction from the appropriate authority, the exams officer and/or invigilators will initiate the emergency evacuation procedure
- e. Where safe/possible, the exams officer will collect all examination question papers and materials for safe/secure storage following advice from the appropriate awarding body/bodies

## 5. After the exam - Where a lockdown is required, procedures to be employed at the centre

- a. When candidates are in the examination room, Invigilators will:
  - 1) stop dismissing candidates from the examination room
  - 2) instruct candidates who have left to re-enter the examination room
  - 3) instruct candidates to remain silent and hide under desks/tables
  - 4) where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
  - 5) lock all windows and close any/all curtains/blinds
  - 6) switch off all lights
  - 7) lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
  - 8) (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth and attempt to use anything to hand to seal up cracks around doors and any vents into the room
  - 9) where safe/possible, not leave the examination question papers unattended/out of sight
- b. Where safe/possible, the exams officer will collate information from exam rooms and forward to the head of centre immediately
- c. The head of centre will make decisions on alerting parents/carers, awarding bodies and emergency services

## 6. Ending Lockdown

- a. The lockdown will be ended by either the sound of a defined alarm or the identification/authorisation of emergency service officer/senior leader/head of centre entering the examination room
- b. Invigilators will undertake a register and confirm attendance with the exams officer/senior leader
- c. Where applicable and if advised to do so by a senior leader/head of centre, if there is sufficient time (and following JCQ regulations), candidates may be allowed to restart their examination  
Invigilators will:
  - 1) ask candidates to return to their desks, remind them they are under formal exam conditions and allow a settling down period
  - 2) allow candidates the full working time remaining for their examination
  - 3) recalculate the revised finish time(s)
  - 4) tell the candidates to open their answer booklets and re-start their examination

- 5) amend the revised finish time(s) on display to candidates
- 6) note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies)

d. The exams officer will:

- 1) securely store all collected exam papers and materials pending awarding body guidance
- 2) where applicable ensure appropriate follow-up is undertaken after the incident, reporting the incident to the awarding body and the actions taken, where this may be applicable
- 3) where applicable ensure a full report of the incident is retained on file if required by an awarding body
- 4) where applicable ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged

e. At the earliest immediate opportunity the head of centre will ensure that any breach of question paper security or malpractice is reported to the awarding body

f. Where applicable/possible/available, the senior leader/exams officer will:

- 1) discuss any alternative examination sittings with the awarding bodies
- 2) offer, arrange and provide support services to staff and candidates

g. At the earliest opportunity, the senior leader/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)

h. Where possible, exams staff and candidates will be invited to attend an assembly lead by the head of centre to discuss the lockdown and offer ongoing support.

- 1) If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website