Lockdown Policy (Exams)

Policy/Procedure creator: Yvonne Wilcox

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Centre Name	St Michael's Church of England High School
Centre Number	20651
Date policy first created (dd/mm/yyyy)	03/12/2020
Current policy reviewed by	Jane Mitchell-Barnes
Current policy approved by	Colin Nicholls, Chair of Governors
Date policy to be next reviewed (dd/mm/yyyy)	03/12/2021

Key staff involved in the policy

Role	Name
Exams officer	Yvonne Wilcox
Senior leader(s)	Christina Handy-Rivett, Senior Deputy Headteacher
Head of centre	Jayne Gray, Headteacher
Other staff members (if applicable)	Wayne Hill, Assistant Headteacher, Facilities and Resources

This policy is reviewed and updated annually to ensure that a lockdown during the conducting of examinations at St Michael's Church of England High School is managed in accordance with current requirements and regulations.

Introduction

A lockdown may be required in the following situations:

- an incident or civil disturbance in the local community which poses a risk
- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity
- a dangerous animal roaming loose
- any other external or internal incident which has the potential to pose a threat

Where a lockdown may be required when conducting examinations, the focus will be:

- the welfare and safety of candidates and exams staff
- maintaining the integrity and security of the examination/assessment process

Purpose of the policy

The purpose of this policy is to confirm the arrangements at St Michael's Church of England High School for dealing with a lockdown when examinations are being conducted.

- Lockdown procedures have been determined by consulting **Stay Safe** guidance provided by GOV.UK

1. Lockdown procedures

Where a lockdown is required, the following procedures will be employed at St Michael's Church of England High School:

Before an examination

As candidates are entering/waiting to enter the examination room:

- Invigilators will:
    - instruct candidates to enter the examination 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
    - lock all windows and close any/all curtains/blinds
    - switch off all lights
    - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
    - take an attendance register/head count if possible
    - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
    - where safe/possible, not leave the examination question papers unattended/out of sight
- A senior leader/authorised person will be present around the examination room(s) area(s) and where safe/possible, communicate the situation to the exams office/officer (via mobile phone/walkie talkie on silent and non-vibrate mode)
- The exams office/officer will collate the information from all examination rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services

Additional centre-specific procedures:

Not Applicable

During an examination

When candidates are in the examination room:

- Invigilators will:
    - tell candidates to stop writing immediately and close their answer booklets
    - collect the attendance register
    - make a note of the time when the examination was suspended
    - instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
    - 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)
    - lock all windows and close any/all curtains/blinds
    - switch off all lights
    - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
    - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
    - where safe/possible, not leave the examination question papers unattended/out of sight
- Where safe/possible, the exams office/officer will collate the information from all examination rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following instruction from the appropriate authority, the exams office/officer and/or invigilators will initiate the emergency evacuation procedure
- Where safe/possible, the exams office/officer will collect all examination question papers and materials for safe/secure storage following advice from the appropriate awarding body/bodies

Additional centre-specific procedures:

• Not applicable

After an examination

As candidates are leaving the examination room:

- Invigilators will:
    - stop dismissing candidates from the examination room
    - instruct candidates who have left to re-enter the examination room
    - instruct candidates to remain silent and hide under desks/tables
    - 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)
    - lock all windows and close any/all curtains/blinds
    - switch off all lights
    - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the room
    - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

    - where safe/possible, not leave the examination question papers unattended/out of sight

- Where safe/possible, the exams officer will collate the information from all examination rooms and forward this to the head of centre immediately

- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services

Additional centre-specific procedures:

• Not applicable

Ending a lockdown

- 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

- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine

- Invigilators will undertake a head count/register and confirm attendance with the exams office/officer/senior leader

- 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:

    - ask candidates to return to their desks, remind them they are under formal examination conditions and allow a settling down period
    - allow candidates the full working time remaining for their examination
    - recalculate the revised finish time(s)
    - tell the candidates to open their answer booklets and re-start their examination
    - amend the revised finish time(s) on display to candidates
    - note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies)

- The exams office/officer will:

    - provide a report of the incident for the awarding body/bodies (via the special consideration process or as advised by awarding bodies)
    - safely/securely store all collected exam papers and materials pending awarding body advice/guidance

- Where applicable/possible/available, the senior leader/exams office/officer will:

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

- 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)

- 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:

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

Additional centre-specific procedures:

• Not applicable

2. Roles and Responsibilities

The role of the head of centre

- Ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates
- Arrange appropriate training for all exams staff in lockdown procedures
- Ensure candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the examination room due it being locked down
- Ensure all candidates and staff are aware of a possible exit point in case an intruder manages to gain access, or the room becomes unsafe
- Provide written lockdown procedures for examination room/invigilator use
- Inform the relevant emergency service(s) immediately in the case of any potential threat to the safety of exams staff and candidates

Additional responsibilities:

• Not applicable

The role of the senior leader

- Assume responsibility for exams staff and candidates taking examinations during a lockdown
- Arrange training/drills for examination candidates on lockdown procedures
- Inform parents/carers about the centre's Lockdown Policy in relation to the conducting of examinations
- Have a presence around examination room areas prior to the start of each examination session
- Liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
- Use the examination room attendance register(s) to compile a list of any candidates not accounted for

Additional responsibilities:

• Not applicable

The role of the exams office/officer

- Train invigilators in the centre's lockdown procedures
- Where safe/possible, liaise with senior leaders/invigilators in all examination rooms during a lockdown
- Assist with lockdown training for staff and candidates where applicable to the conducting of examinations

Additional responsibilities:

• Not applicable

The role of the invigilator

- Be aware of the centre's lockdown procedures
- Complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- Where safe/possible, to communicate with the exams office/officer during a lockdown to confirm the situation in a particular examination room

Additional responsibilities:

- Not applicable