

The



**THE  
BURGESS HILL  
ACADEMY**

# Lockdown Policy (exams)

**2024/25**

This policy is reviewed annually to ensure compliance with current regulations

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## Lockdown procedure

### Before an examination

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- ▶ A member of SLT will be present around exam room areas
- ▶ Candidates will be instructed to enter the exam room immediately
- ▶ Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- ▶ Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- ▶ The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- ▶ The HOC will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- ▶ Invigilators will
  - ▶ lock all windows and close all curtains/blinds
  - ▶ switch off all lights
  - ▶ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination 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

### During an examination

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- ▶ Invigilators will:
  - ▶ tell candidates to stop writing immediately and turn their papers over.
  - ▶ collect the attendance register
  - ▶ make a note of time when the examination was suspended
  - ▶ instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk
  - ▶ 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' mode).
  - ▶ lock all windows and close all curtains/blinds
  - ▶ switch off all lights
  - ▶ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination 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, the exams officer will collate the information from all exam 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 centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- ▶ The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

### **After an examination**

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- ▶ Invigilators will:
  - ▶ stop dismissing candidates from the exam room
  - ▶ instruct candidates who have left the room to re-enter the exam room
  - ▶ instruct candidates to remain silent and hide under examination 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' mode).
  - ▶ lock all windows and close all curtains/blinds
  - ▶ switch off all lights
  - ▶ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam 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, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

### **Ending a lockdown**

- ▶ The lockdown will be ended by either
  - ▶ the sound of a defined alarm (sounding of the bell 20 times) or
  - ▶ the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam 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 officer/SLT
- ▶ Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination
- ▶ Invigilators will then:

- ▶ ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
- ▶ recalculate the revised finish time(s) to allow for the full exam time
- ▶ tell the candidates to turn their papers over and re-start their exam
- ▶ 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 bodies and where relevant, any centre-wide lockdown recording form/log)
- ▶ The exams officer will
  - ▶ safely/securely store all collected exam papers and materials pending awarding body advice/guidance and where this may be applicable
  - ▶ ensure appropriate follow up is undertaken after the incident, reporting the incident to the awarding body and the actions taken
  - ▶ ensure a full report of the incident is produced and retained on file if required by the awarding body
  - ▶ ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged
- ▶ Where applicable/possible/available, SLT/exams officer will
  - ▶ negotiate any alternative exam sittings with the awarding bodies
  - ▶ offer, arrange and provide support services to staff and candidates
- ▶ At the earliest opportunity, SLT/head of centre
  - ▶ will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
  - ▶ will ensure that any breach of question paper security or malpractice is reported to the awarding body
- ▶ 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

## **Evacuation**

- **Evacuation will only be instructed in exceptional circumstances and should not be instigated unless instructed to do so.**
- **This will be communicated by TBHA Teams Channel or the exams officer or a member of SLT**
- **The location for evacuation is: The Triangle Leisure Centre, Burgess Hill.**