



ST CUTHBERT'S
— CATHOLIC HIGH SCHOOL —

Lockdown Policy (Examinations)

for the Academic Year 2023 – 2024

Approved by:	Local Governing Committee	Approved on:	September 2023
Review date:	September 2024	Revision approved:	
Version No:	1	Originator(s):	JCQ Policy

1. Purpose of the policy

This policy details the measures taken at St Cuthbert's Catholic High School in the event of a centre lockdown during the conducting of examinations. Depending on the nature of the incident, centres 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.

A lockdown may be required in the following situations (this is not an exhaustive list):

- 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
- an internal threat from a student/pupil
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates.

St Cuthbert's Catholic High School has devised the following lockdown procedures during the conducting of examinations.

In the event of a lockdown during an examination the focus before, during and after an exam will be:

- training staff engaged/involved in the conducting of examinations.
- how to achieve an effective lockdown
- implementing Run, Hide, Tell principles
- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations.
- how to let people know what's happening
- maintaining the integrity and security of the examinations/assessments process

2. Key Staff involved in this policy.

Role	Name(s)
Head of centre	Daniel P. Murray
Senior leader(s)	Rachael Gundlach, David Swindells, Julianna Blackie, Karl Stuart, Jennie Westwood, Matt Turner, Richard Collinson and Paul Burrows
Exams officer	Karen Lawson
Lead invigilators	Tim Rogers and Mary Kaluza

3. Roles and responsibilities

(a) Head of centre

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates.
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities.
- To arrange appropriate training for all exams-related staff in lockdown procedures
- To ensure that students/pupils are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due to it being-in lockdown.
- To ensure that all students/pupils and staff are aware of a possible exit point in case an intruder manages to gain access, or the exam room becomes unsafe.
- To provide written lockdown procedures for exam room/invigilator use

- To inform the relevant emergency services immediately in the case of any potential threat to the safety of exams staff and students/pupils

(b) Senior leadership team (SLT)

- To have accountabilities for all exams staff and students/pupils taking examinations during a lockdown
- To run training/drills for examination students/pupils on lockdown procedures
- To inform parents/carers about the centre's Lockdown Policy in relation to the conducting of examinations
- To have a presence around exam room areas prior to the start of each exam session
- To liaise with the appropriate authorities and awarding bodies regarding students/pupils taking examinations during a lockdown
- To use the exam room attendance register(s) to compile a list of all students/pupils not accounted for

(c) Exams officer

- To train invigilators in the centre's lockdown procedure - this should also include identifying all access and egress points within exam rooms, an awareness of the design of the locking device within each room and if there is more than one invigilator, whose role it would be to secure the exam room.
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown.

(d) Invigilators

- To be aware of the centre's lockdown procedure
- To quickly and physically secure access/egress points
- To be aware of an effective communication system to inform authorities of the situation.
- To complete attendance registers as soon as possible so students/pupils can be identified in the event of a lockdown.
- Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room.

4. Lockdown procedure

(a) Before an examination

If a lockdown is required as students/pupils 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.
- Students/pupils will be instructed to enter the exam room immediately.
- Students/pupils will be instructed to remain silent, hide under exam 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.
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the member of SLT in charge of exams (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the headmaster immediately.
- 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 students/pupils 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.

The headmaster will make informed decisions on alerting parents/carers, awarding bodies and emergency services.

(b) During an examination

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

- Invigilators will:
 - tell students/pupils to stop writing immediately and close their answer booklets.
 - collect the attendance register.
 - make a note of time when the examination was suspended.
 - instruct students/pupils 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 SLT member in charge of exams (ensuring that all mobile phones/walkie talkies are on 'silent' 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 examination room.
 - (If the threat is a chemical or toxic release) instruct students/pupils 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 and scripts unattended/out of sight.
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the headmaster immediately.
- The headmaster 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.
- Where safe/possible, the exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies.

(c) 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 students/pupils from the exam room.
 - instruct students/pupils who have left the room to re-enter the exam room.
 - instruct students/pupils 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 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, not leave the examination question papers and scripts unattended/out of sight.

Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the headmaster immediately.

(d) Ending a lockdown

- The lockdown will be ended by either:
 - the sound of a defined alarm, or
 - the identification/authorisation of Emergency Service officers/SLT/Headmaster entering each exam room.
- 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/Headmaster, and following JCQ guidelines, if there is sufficient time remaining, students/pupils may restart their examination.
- Invigilators will then:
 - ask students/pupils to return to their desks, remind them they are under formal exam conditions and allow a settling down period.
 - allow students/pupils the full working time remaining to do their examination.
 - recalculate the revised finish time(s)
 - tell the students/pupils to open their answer booklets 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 body/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.
 - ensure support follow-up is undertaken after the incident, reporting the incident to the awarding body and the actions taken (where this may be applicable)
 - ensure a full report of the incident is produced and retained on file if required by an awarding body (where this may be applicable)
 - ensure an online application for special consideration is submitted to the relevant awarding body where candidates have been disadvantaged (where this may be applicable)

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.

- Where applicable/possible/available, SLT will:
 - discuss any alternative exam sittings with the awarding body/bodies.
 - offer, arrange, and provide support services to staff and candidates.
- At the earliest opportunity, SLT/Headmaster will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and students/pupils will be invited to attend an assembly led by the headmaster 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.