



# The Fernwood School

*High Achievement with Care & Discipline for All"*

## Examination Emergency Lockdown Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. This will be co-ordinated by the Senior Leader i/c Examinations.

Approved: November 2023  
Next review: November 2024  
Status: Non-Statutory



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## 1. Purpose of this policy

This policy details how The Fernwood School deals with an emergency lockdown of the examination room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

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 to the safety of examinations staff and candidates

The Fernwood School has devised lockdown procedures after consulting GOV.UK's [Stay Safe](#) guidance.

With regard to conducting examinations, the focus before, during and after an examination will be:

- ✿ The welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- ✿ Maintaining the integrity and security of the examinations/assessments process
- ✿ How to achieve an effective lockdown
- ✿ How to let people know what's happening • training staff engaged/involved in the conducting of examinations
- ✿ STAY SAFE principles (Run, Hide, Tell)

## 2. Key staff involved in the emergency lockdown policy / procedure

Role	Name(s)
Head of Centre	Mr C Gell
Exams Officer	Mrs D Smith
SLT Member for exams	Mr S Crandley
SENCo	Ms V Steans
Other SLT Members	Mrs J Eldridge, Ms J Green, Mrs A Cannon, Mr D Jones, Mr M Hughes
Head of Year	Head of Year 11



### 3. Roles and Responsibilities

#### 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 examinations-related staff in lockdown procedures
- ✿ To ensure that 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
- ✿ To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe
- ✿ To provide written lockdown procedures for examination room/invigilator use
- ✿ To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of examinations staff and candidates

#### Senior leadership team (SLT)

- ✿ To have accountability for all examinations staff and candidates taking examinations during a lockdown
- ✿ To inform parents/carers about the centre's Lockdown policy in relation to the conducting of examinations
- ✿ To have a presence around examination room areas prior to the start of each examination session.
- ✿ To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
- ✿ To use the examination room attendance register(s) to compile a list of all candidates not accounted for

#### Exams officer

- ✿ To ensure invigilators are familiar with the centre's lockdown procedure. Training undertaken for all invigilators before mocks and summer series examinations.
- ✿ Where safe/possible, to liaise with SLT/invigilators in all examination rooms during a lockdown
- ✿ To assist with lockdown training for staff and students where applicable to the conducting of examinations

### 4. Lockdown Procedure

#### Before an examination

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

- ✿ A member of SLT will be present around examination room areas
- ✿ Candidates will be instructed to enter the examination room immediately
- ✿ Candidates will be instructed to remain silent, and 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 Examinations Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- ✿ The Examinations Officer will collate the information from all examination rooms and forward this to the head of centre immediately
- ✿ Invigilators will;
  - ✿ Lock all doors, 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 examination/when candidates are in the examination room, the following procedure will be employed:

- ✿ Invigilators will;
  - ✿ Tell candidates to stop writing immediately and close their answer booklets
  - ✿ 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 to sit against a wall away from the doors
  - ✿ Where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the Examinations Officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
  - ✿ Lock all windows and close any/all curtains/blinds and 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 Examinations 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 centre policy, the Examinations Officer (or invigilators in the absence of the Examinations Officer) will initiate the emergency evacuation procedure
- ✿ The Examinations 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 examination/as candidates are leaving the examination room, the following procedure will be employed;

- ✿ Invigilators will:
  - ✿ Stop dismissing candidates from the examination room and instruct candidates who have left the room to re-enter the examination room
  - ✿ Instruct candidates to remain silent and sit against a wall away from the doors



- ✿ Where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the Examinations Officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- ✿ Lock all windows and close any/all curtains/blinds and 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 Examinations Officer will collate the information from all examination 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
  - ✿ The identification/authorisation of emergency service officers/SLT/Head of Centre entering each 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 Examinations 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 formal examination conditions and allow a settling down period
  - ✿ Allow candidates the full working time remaining to do their examination and 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 examination room incident log
- ✿ The Examinations Officer will;
  - ✿ Provide a report of the incident for awarding body/bodies (via the special consideration process or as advised by awarding body/bodies)
  - ✿ Safely/securely store all collected examination papers and materials pending awarding body advice/guidance
- ✿ Where applicable/possible/available, SLT/the Examinations 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, SLT/Head of Centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- ✿ Where possible, examinations 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 and information uploaded to the centre website