



Examinations Lockdown Policy

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Examinations Lockdown Policy

The school audibant system for lockdown will be activated within the school building in the event of a lockdown situation. All exam rooms will be able to hear the audibant communication system throughout the school campus.

Exams in Sports Hall and Exam Hall - Lead invigilator must turn radio to channel 5.

In the event of an emergency lockdown situation of an exam venue, the safety of the students and staff is paramount. Invigilators must also maintain the integrity and security of the examination/assessment process.

Students are to be supervised as closely as possible to maintain exam security at all times in order that once the lockdown situation ends then students can continue with the examination.

Lockdown is required as candidates are entering/waiting to enter the exam room then candidates will be instructed to enter the exam room immediately.

Invigilators and students to remain in the exam area/space until further notice.

Invigilators to lock access and egress doors, ensure no one leaves or enters without authorisation from the Academy's Initial Response Team (IRT) or Academy's Lockdown Support Team (LST)

Invigilators to ensure that students are in a safe area/space within their confinement that is away from doors and windows and out of sight. Turn off lights and close blinds if applicable.

Invigilators to inform students that there is an imminent threat to everyone's safety, health and wellbeing and they don't know what it is.

Invigilators to use hand gestures where necessary

All essential and critical communications will be communicated directly by the on duty Academy LST.

Ignore a fire alarm, any building evacuation during an active lockdown will be coordinated by the Academy's LST at the directives from the Academy's IRT Team Leader or Co-ordinator.

NOTE

Everyone on the premises will be on high alert to any potential or perceived fire threat. People with personal mobile phones and email access will be occupying areas/spaces within the building, Senior Leader Marshals, and Loudhailer (Mega-Phone) Operatives will be mapping zones/areas/spaces within the building, and the IRT will be monitoring CCTV footage constantly.

The IRT Team Leader will respond to and act accordingly to any evidence of any potential or perceived live fire threat.

Should there be a potential live fire that poses a threat to life, then an Emergency Fire Evacuation message will be communicated either by email, a direct message to all screens via the ICT Notify App, or communicated directly by the on-duty Academy's LST.

Invigilators should take an attendance register.

Invigilators must not leave the question papers out of sight or unattended.

If a lockdown is required during an examination the invigilators must tell the candidates to stop writing immediately and close the question and answer booklets.

Invigilators should note the time of when the exam was suspended and take the attendance register if not already done so.

Where applicable and if advised by the EO/Head of centre once lockdown is at an end then following JCQ guidelines and if there is sufficient time remaining, candidates may continue with their exam.

The Exams officer must follow JCQ guidelines and inform the exam board of any interruption to the exam. The exams officer should process a special consideration request to the exam board due to the lockdown situation.