



## **EXAMINATION LOCKDOWN POLICY**

In the event of a lockdown, the following procedures apply;

- Tell candidates to stop writing immediately and close their answer booklet.
- 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 their 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' 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 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.