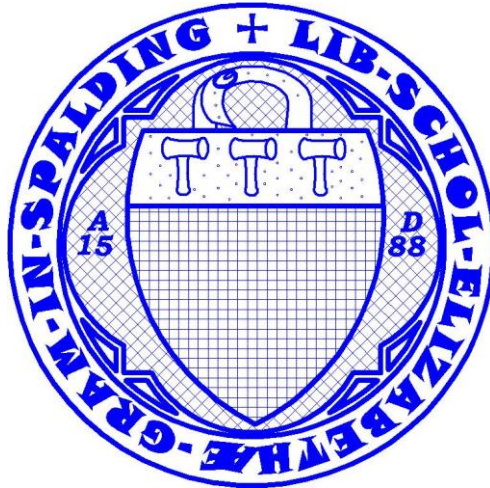


Spalding Grammar School



Lockdown Policy (Examinations)

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Approved by:	Mrs E Davison – Assistant Headteacher i/c Assessment, Data and Examinations
Review Cycle:	Annually
Date of Policy:	January 2026
Next Review Date:	December 2026

Key staff involved in the Policy:

Role	Name(s)
Centre Number	26233
Head of Centre	Mrs M K Anderson
Assistant Headteacher i/c Assessment, Data and Examinations	Emma Davison
Examinations Officer	Nicola Franklin
SENDCo	Amanda Johnson
Senior Leadership Team	Suzanne Ingram Anthony Brooks Emma Davison Gareth Baker Alison Harrison Wild

Purpose of the Policy

This policy is reviewed and updated annually to ensure that a lockdown during the conducting of examinations at Spalding Grammar School is managed in accordance with current requirements and regulations.

The school has a full lockdown policy of which staff are aware.

Staff engaged directly with the conducting of examinations (e.g. Examinations Officer, Examinations Officer Assistant, invigilators, facilitators of access arrangements, etc.) are instructed to refer to the full policy.

Introduction

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 pupil;
- any other external or internal incident which has the potential to pose a threat.

Where a lockdown may be required when conducting examinations, the focus will be:

- the welfare and safety of candidates and examinations staff;
- maintaining the integrity and security of the examination/assessment process.

Purpose of the Policy

The purpose of this policy is to outline the arrangements at Spalding Grammar School for dealing with a lockdown when examinations are being conducted, in line with the full school Lockdown Policy which is shared with school staff.

Depending on the nature of the incident, the centre 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 examination related lockdown.

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

- training staff engaged/involved in the conducting of examinations on implementing the correct procedures
- how to achieve an effective lockdown
- the welfare and safety of examination candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process

Lockdown Procedures

Where a lockdown is required, the following procedures will be employed at Spalding Grammar School.

- Examinations Officer/Assistant Headteacher i/c Assessment, Data and Examinations/member of Senior Leadership Team will notify invigilators by mobile phone or in person (if this can be done safely) that the school is in a lockdown situation.
- The invigilators have been trained on the lockdown procedure and the actions they are required to take.

Before an examination

Where the alarm sounds as candidates are entering/waiting to enter the examination room invigilators will:

- instruct candidates to enter the examination room immediately.
- follow procedures outlined in the main Lockdown policy to ensure the safety of candidates and all staff in the room.
- take an attendance register/head count if possible.
- where safe/possible, not leave the examination question papers unattended/out of sight.

A member of the Senior Leadership Team or authorised person will be present around the examination room(s) area(s) and where safe/possible, communicate the situation to the Examinations Officer.

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.

During an examination

Where the alarm sounds when candidates are in the examination room:

Invigilators will:

- tell candidates to stop writing immediately and close their answer booklets.
- collect the attendance register.
- make a note of the time when the examination was suspended.
- follow procedures outlined in the main Lockdown policy to ensure the safety of candidates and all staff in the room.
- where safe/possible, not leave the examination question papers unattended/out of sight.

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 instruction from the appropriate authority, the Examinations Officer and/or invigilators will initiate the emergency evacuation procedure.

Where safe/possible, the examinations office/officer will collect all examination question papers and materials for safe/secure storage following advice from the appropriate awarding body/bodies.

After an examination

Where the alarm sounds as candidates are leaving the examination room:

Invigilators will:

- stop dismissing candidates from the examination room.
- instruct candidates who have left to re-enter the examination room.
- follow procedures outlined in the main Lockdown policy to ensure the safety of candidates and all staff in the room.
- where safe/possible, not leave the examination question papers unattended/out of sight.

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.

Ending a lockdown

Once the lockdown has ended as outlined in the school Lockdown Procedure Policy invigilators will undertake a head count/register and confirm attendance with the Examination Officer or Assistant Headteacher i/c Assessment, Data and Examinations.

Where applicable and if advised to do so by the Assistant Headteacher i/c Assessment, Data and Examinations or Head of Centre, if there is sufficient time (and following JCQ regulations), candidates may be allowed to restart their examination.

Invigilators will:

- 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 for their examination.
- 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 (to later inform a report to the awarding body/bodies).

The Examinations Officer will:

- safely/securely store all collected examination 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, where this may be applicable.
- 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.
- 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, the Assistant Headteacher i/c Assessment, Data and Examinations/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, the Assistant Headteacher i/c Assessment, Data and Examinations/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/newsletter and information uploaded to the centre website.

Roles and Responsibilities

The role of the Head of Centre

- Ensure all staff have full knowledge of the lockdown procedures.
- Arrange appropriate training for all examinations staff in lockdown procedures.
- Ensure candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the examination room due to it being locked down.
- Inform the relevant emergency service(s) immediately in the case of any potential threat to the safety of examination staff and candidates.

The role of the Assistant Headteacher i/c Assessment, Data and Examinations

- Assume responsibility for examinations staff and candidates taking examinations during a lockdown.
- Where possible ensure candidates are aware of lockdown procedures as part of briefing assembly.
- Have a presence around examination room areas prior to the start of each examination session.
- Liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown.
- Use the examination room attendance register(s) to compile a list of any candidates not accounted for.

The role of the Examinations Officer

- Train invigilators in the centre's lockdown procedures (this should also include identifying all access and egress points within examination 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 examination room).
- Where safe/possible, liaise with the Senior Leadership Team/invigilators in all examination rooms during a lockdown.
- Assist with lockdown training for staff and candidates where applicable to the conducting of examinations.

The role of the Invigilator

- Be aware and follow the centre's lockdown procedure.
- Complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown.
- Where safe/possible, to communicate with the Examinations Officer during a lockdown to confirm the situation in a particular examination room.
- Where safe/possible, not leave the examination question papers and candidates' scripts unattended/out of sight.