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Lockdown Policy (Exams) 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to Reflect JCQ Changes 2024-2025 highlighted in yellow
V3			October 2025	Kelly Jobson	No changes just refined wording throughout document

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

In addition to this policy, Blue Coat has completed and shared the Department for Education's **Lockdown Template**

Staff engaged directly with the conducting of examinations (e.g. exams officer, exams officer assistant, invigilators, facilitators of access arrangements, etc.) should be instructed to refer to the full policy.

1. 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 student
- 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 exams staff
- Maintaining the integrity and security of the examination/assessment process

2. Purpose of the Policy

This policy is written in accordance with the JCQ Instructions for Conducting Examinations (ICE) 2025/26 and will be reviewed annually.

The purpose of this policy is to confirm the arrangements for dealing with a lockdown when examinations are being conducted. Lockdown procedures have been determined by consulting **ProtectUK** guidance.

Depending on the nature of the incident, centers 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.

3. Training and Communication

- All staff involved in the conducting of examinations will receive annual lockdown training
- Records of training will be retained by the Exams Office
- Communication during lockdown will be via mobile phone or walkie talkie on silent and non-vibrate mode
- The Exams Office will collate information and forward it to the Head of Centre
- The Head of Centre will make informed decisions on alerting parents/carers, awarding bodies, and emergency services

4. Lockdown Procedures

- Lockdown will be signaled by 5 rings of the school bell system
- Ending lockdown will be signaled by 7 rings of the school bell system

5. Before an Examination

Invigilators will:

- Instruct candidates to enter the examination room immediately
- Instruct candidates to remain silent, hide under desks or sit against a wall/around a corner but not near the door
- Ensure mobile phones are on silent and non-vibrate mode
- Lock windows, close curtains/blinds, switch off lights
- Lock doors and/or barricade with furniture
- Take attendance register/head count if possible
- In case of chemical/toxic release, instruct candidates to cover nose/mouth and seal cracks
- Ensure question papers are not left unattended
- Communicate with Exams Office via silent mobile/walkie talkie
- Exams Office will inform Head of Centre

6. During an Examination

Invigilators will:

- Tell candidates to stop writing and close answer booklets
- Lock Sports Hall doors or evacuate to Music if in Main Hall
- Collect attendance register and note time of suspension
- Instruct candidates to remain silent and still
- Lock windows, close curtains/blinds, switch off lights
- Lock doors and/or barricade with furniture
- In case of chemical/toxic release, instruct candidates to cover nose/mouth and seal cracks
- Ensure question papers are not left unattended
- Communicate with Exams Officer
- Exams Officer will inform Head of Centre
- Head of Centre will decide on further actions
- Emergency evacuation may be initiated if instructed

7. After an Examination

Invigilators will:

- Stop dismissing candidates
- Instruct candidates who left to re-enter
- Instruct candidates to remain silent and hide
- Lock windows, close curtains/blinds, switch off lights
- Lock doors and/or barricade with furniture
- In case of chemical/toxic release, instruct candidates to cover nose/mouth and seal cracks
- Ensure question papers are not left unattended
- Communicate with Exams Officer
- Exams Officer will inform Head of Centre

- Head of Centre will decide on further actions

8. Ending a Lockdown

- Lockdown will end with 7 rings of the bell
- Invigilators will confirm attendance with Exams Office
- Candidates may restart exams if time allows and JCQ regulations permit

Invigilators will:

- Ask candidates to return to desks
- Allow settling down period
- Allow full remaining exam time
- Recalculate finish time
- Note lockdown duration in incident log

9. Post-Incident Actions

Exams Office will:

- Securely store exam papers and materials
- Report incident and actions to awarding bodies
- Produce and retain full incident report
- Submit special consideration applications if candidates were disadvantaged
- Head of Centre will report any breach of security or malpractice to awarding bodies

10. Candidate Wellbeing

- Post-lockdown wellbeing checks may be conducted
- Support provided where necessary

Reviewed:

Kelly Jobson

October 2025

Next Review Date:

October 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
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