



## Lockdown Policy (Examinations)

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## 1. Policy Information

<b>Centre name</b>	Sutton House Academy
<b>Centre number</b>	16611
<b>Date policy first created</b>	05/01/2024
<b>Current policy approved by</b>	SLT
<b>Current policy reviewed by</b>	Jonathan Lee
<b>Date of review</b>	September 2025
<b>Date of next review</b>	September 2026

## 2. Key Staff involved

<b>Role</b>	<b>Staff Name</b>
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee

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

### **3. Purpose of the Policy**

This policy details the actions, roles and responsibilities to be followed during an examinations-related lockdown at Sutton House Academy, ensuring the safety of candidates and staff and the security of examination materials.

### **4. Definitions**

#### **4.1 Lockdown**

A lockdown is implemented when there is a credible internal or immediate external threat to the safety of candidates and staff. Individuals remain inside secure rooms until the threat has passed or emergency services give clearance.

#### **4.2 Invacuation**

An invacuation is used when there is an external threat and it is safer for candidates and staff to remain inside the building.

### **5. Lockdown Procedure**

#### **5.1 Before an Examination**

Invigilators will:

- instruct candidates to enter the examination room immediately
- instruct candidates to remain silent and take shelter away from doors
- secure doors and windows, close blinds/curtains and switch off lights where possible
- barricade doors if safe to do so
- take an attendance register if possible

#### **5.2 During the Examination**

Invigilators will:

- instruct candidates to stop writing immediately and close answer booklets
- note the time the examination was suspended
- secure doors and windows and ensure silence
- supervise candidates at all times

#### **5.3 After an Examination**

If dismissal has begun, candidates will be instructed to return to the examination room and follow lockdown procedures.

#### **5.4 Ending a Lockdown**

The lockdown will only end following instruction from the Head of Centre, senior leader or emergency services. Candidates may resume examinations if appropriate, with full remaining working time granted.

## **6. Roles and responsibilities**

### **6.1 Head of Centre**

- ensure lockdown procedures are in place and staff trained
- liaise with emergency services and awarding bodies
- authorise communications to parents or carers

### **6.2 Senior Leadership Team**

- support the management of candidates during lockdown
- assist with communication and supervision

### **6.3 Exams Officers**

- coordinate information from exam rooms
- secure examination materials
- report incidents to awarding bodies as required

### **6.4 Invigilators**

- supervise candidates and maintain exam security
- follow lockdown procedures calmly and efficiently

## **7. Post Incident Actions**

All incidents will be logged, reported to awarding bodies where required and special consideration applications submitted if candidates are disadvantaged.

## **8. Changes for 2025/2026**

No additional changes applicable.