**REVIEWED: APRIL 2022**

**REVIEW DATE: MARCH 2023**

In the event of an incident that necessitates a ‘lockdown’ of the school, the following procedure should be followed. We will endeavour to maintain the integrity of the examination but preserving the safety and wellbeing of staff and pupils will always be a higher priority. Given the wide-ranging nature of possible incidents this procedure is only guidance and may be overridden in a specific incident, particularly if it conflicts with advice at the time from external agencies.

* A member of SLT or the Exams Officer will inform the lead invigilator using the most appropriate means of communication of the need for a ‘lockdown’.
* Depending on the nature of the incident, a decision will be made whether to stop the exam or not by the member of SLT/Exams Officer in communication with the led invigilator. This decision will remain under constant and immediate review while the situation is ongoing.
* If the exam is stopped the time will be noted and candidates will be reminded of the need to follow exam regulations.
* If the immediate situation in the exam room puts people at risk, the exam will be stopped as above, and the room evacuated to the nearest safe place.