



# Exam Contingency Plan

Ratification Date: -

**February 2021**

Review Date: -

**February 2022**

Reviewer:-

Exams Officer



## **Aims**

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

## **Legislation and guidance**

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which require all exam centres to have a written examination contingency plan/examinations policy.

## **Responsibilities**

### **Head of Centre**

The head of centre is the Headteacher, they will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

### **Staff and invigilators**

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

## **Monitoring arrangements**

This policy will be reviewed by Exams Officer every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

## **Links with other policies**

This exam contingency plan is linked to the Exams Policy.

## **Contingency plan**

The table below sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on a [detailed Ofqual joint contingency plan](#) published in 2015, and are consistent with [Ofqual's current contingency planning guidance](#).

Scenario	When to implement	Actions	Person(s) responsible
<p>Disruption of teaching time – centre is closed for an extended period</p>	<p>When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning</p>	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this</p> <p>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</p> <p>Prioritise candidates who will be facing examinations shortly</p> <p>Advise candidates, where appropriate, to sit examinations in the next available series</p>	<p>Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.</p>

<p>Candidates unable to take examinations because of a crisis – centre remains open</p>	<p>In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug</p>	<p>Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue</p> <p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p>	<p>Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.</p>
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<p>Centre is unable to open as normal during the examination period</p>	<p>In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre or severe weather forces it to close</p>	<p>Headteacher is responsible for taking advice, or following instructions from local/national agencies in deciding whether the school is able to open</p> <p>Inform relevant awarding organisations as soon as possible</p> <p>Communicate with parents, carers and students</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Open for examinations and examination candidates only, if possible</p> <p>Use alternative venues in agreement with relevant awarding organisations</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	<p>Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.</p>
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<p>Disruption in the distribution of examination papers</p>	<p>In the event that there is disruption to the distribution of examination papers to centres in advance of examinations</p>	<p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p> <p>Ensure any copies are received and securely stored in line with guidelines as instructed by awarding body</p>	<p>Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.</p>
<p>Disruption to the transportation of completed examination scripts</p>	<p>In the event that there is a delay in normal collection arrangements for completed examination scripts</p>	<p>Seek advice from awarding organisations and their normal collection agency regarding collection</p> <p>Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection</p>	<p>Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.</p>
<p>Assessment evidence is not available to be marked</p>	<p>In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts</p>	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate advice to candidates and their parents or carers</p>	<p>Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.</p>

Centre is unable to distribute results as normal	In the event that the centre is unable to access or manage the distribution of results to candidates	<p>Contact awarding organisations about alternative options</p> <p>Make arrangements to access results at an alternative site</p> <p>Share facilities with other schools/colleges if possible</p> <p>Communicate with candidates and their parents or carers</p>	Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.
<b>Miscellaneous Critical Incident/Scenario</b>	<b>When to implement</b>	<b>Actions</b>	<b>Person(s) responsible</b>
Absence of Exams Officer	In the event that the Exams Officer is not able to be at the Centre on an Exam day	Headteacher and Leadership team will ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging students, if the need arises.	Headteacher, Leadership Team and other staff with a vested interest.
Lockdown during exam	In the event of a lockdown situation whilst an exam is taking place	All invigilators will have a master key to lock exam room. Students will be advised to stop working and stay out of view until the situation becomes safe. Missed time will be calculated and added to the normal end of exam finish time.	Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.

		<p>Inform relevant awarding organisations as soon as possible</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Inform parents, carers and students of incident and follow up procedure.</p>	
Emergency evacuation	In the event of a situation where students need to be evacuated during an exam i.e Fire Alarm, or Fire or other circumstance	<p>Students will be advised to stop working and evacuate to the Woodland walk area of school.</p> <p>Missed time will be calculated and added to the normal end of exam finish time.</p> <p>Inform relevant awarding organisations as soon as possible</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Inform parents, carers and students of incident and follow up procedure.</p>	Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.
National Incident	In the event of a National Incident	<p>Seek advice from awarding organisations and JCQ and act accordingly</p> <p>Communicate with parents, carers and students about the potential for disruption.</p>	Exams Officer, Headteacher, Leadership Team and other staff with a vested interest.



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