Examination contingency plan

**Contents**

[1. Aims 3](#_Toc55393742)

[2. Legislation and guidance 3](#_Toc55393743)

[3. Responsibilities 3](#_Toc55393744)

[4. Monitoring arrangements 3](#_Toc55393745)

[5. Links with other policies 3](#_Toc55393746)

[6. Contingency plan 4](#_Toc55393747)

# 1. Aims

This plan aims to:

* Examine potential risks and issues that could cause disruption to the management and administration of exams
* Mitigate the impact of disruptions by providing actions or procedures to follow

# 2. Legislation and guidance

This plan complies with the [Joint Council for Qualifications (JCQ) General Regulations for Approved Centres](https://www.jcq.org.uk/exams-office/general-regulations), which requires all exam centres to have a written examination contingency plan/examinations policy.

It is also based on:

* Ofqual’s [guidance on contingency planning](https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland)
* JCQ’s [joint contingency plan](https://www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan)

# 3. Responsibilities

3.1 Head of centre

The head of centre is Headteacher – Ian Graham-Wells. They will ensure that a written examination contingency plan/examinations policy is in place and covers all aspects of examination administration.

3.2 Staff and invigilators

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

# 4. Monitoring arrangements

This policy will be reviewed by Deputy Headteacher – Ian Graham-Wells every year in the autumn term. At every review, the policy will be shared with the governing board.

# 5. Links with other policies

This policy is linked to our:

* Assessment policy
* Awarding Bodies Policies

# 6. 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 the [JCQ’s joint contingency plan](https://www.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan/), and are consistent with [Ofqual’s current contingency planning guidance](https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted).

| Scenario | when to implement | actions | person(S) responsible  |
| --- | --- | --- | --- |
| Disruption of teaching time in the weeks before an exam – centre is closed for an extended period  | 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, e.g., if the centre is forced to close due to increasing rates of coronavirus | * Seek advice from relevant awarding organisations and JCQ
* Have a contingency plan to facilitate alternative methods of learning, alternative venues, or both
* Offer candidates an opportunity to sit any examinations missed at the next available series
* Communicate any changes to your plans with parents, carers, and pupils
 |  |
| Candidates unable to take examinations because of a crisis – centre remains open  | In the event that candidates are unable to attend examination centres to take examinations as normal, e.g., sickness bug, or if they are self-isolating due to coronavirus | * Communicate with relevant awarding organisations at the outset to make them aware of the issue
* Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations
* Communicate any changes to your plans with parents and pupils
* Offer candidates an opportunity to sit any examinations missed at the next available series
* Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements
 |  |
| Centre is unable to open as normal during the examination period | In the event that the centre is unable to open as normal for scheduled examinations, e.g., a fire at the centre, or increasing rates of coronavirus forces it to close | * Inform relevant awarding organisations as soon as possible
* Refer to emergency plans and/or health and safety policy, where appropriate
* Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies
* Use alternative venues in agreement with relevant awarding organisations
* Communicate any changes to your plans with parents, carers, and pupils
* Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements
* Offer candidates an opportunity to sit any examinations missed at the next available series, if possible
 |  |
| Disruption in the distribution of examination papers | In the event that there is disruption to the distribution of examination papers to centres in advance of examinations | * Find out from the awarding organisation if they can organise an alternative courier and time to deliver hard copies
* If the above is not possible, you will receive electronic access to papers via a secure external network
* You will need to have plans in place to ensure you can receive, make, and store papers under secure conditions
* As a last resort, your awarding organisation may consider rescheduling the examination
 |  |
| Disruption to the transportation of completed examination scripts | In the event that there is a delay in normal collection arrangements for completed examination scripts | * If your examinations are part of the national ‘yellow label service’ or where your awarding organisation arranges collections, seek advice from awarding organisations and their normal collection agency regarding collection
* Only make alternative arrangements after approval from the awarding organisation and make sure papers are securely stored until collection
* Ensure secure storage of completed examination papers until collection
* If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the [JCQ’s instructions for conducting examinations](https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/)
 |  |
| Assessment evidence is not available to be marked | 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 | * Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers
* Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement
* Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series
 |  |
| Centre is unable to distribute results as normal or facilitate post results services  | In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services  | * Contact awarding organisations about alternative options
* Make arrangements to access results at an alternative site
* Share facilities with other schools/colleges if possible
* Co-ordinate access to post results services from an alternative site
* Contact the relevant awarding organisation if electronic post results requests are not possible
 |  |
| Absence of exam officers, teaching staff and/or invigilators | In the event that the examination officer and/or invigilators are absent from school to affect the smooth running of exams. | * Contact awarding organisations about alternative options
* Make arrangements to access exams at an alternative site
* Share facilities with other schools/colleges if possible
* Co-ordinate access to staff from an alternative site
 |  |
| Lack of appropriately trained invigilators | In the event that there is a lack of appropriately trained invigilators to affect the smooth running of exams. | * Contact awarding organisations about alternative options
* Make arrangements to access exams at an alternative site
* Share facilities with other schools/colleges if possible
* Co-ordinate access to staff from an alternative site
 |  |
| Failure of IT systems | In the event of an IT failure that prevents the downloading and printing of secure assessment materials. | * Contact awarding organisations about alternative options
* Make arrangements to access IT at an alternative site
* Share facilities with other schools/colleges if possible
* Co-ordinate access to IT from an alternative site
 |  |
| Lack of appropriate exam rooms | In the event that rooms are unavailable at the examination centres to take examinations as normal. | * Communicate with relevant awarding organisations at the outset to make them aware of the issue
* Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations
* Communicate any changes to your plans with parents and pupils
 |  |
| Emergency evacuation of the exam room (or centre lock down) | In the event that the centre is forced to evacuate or close during scheduled examinations, e.g., external threat, police advice etc. | * Inform relevant awarding organisations as soon as possible
* Refer to emergency plans and/or health and safety policy, where appropriate
* Head of centre using advice from external emergency services will decide whether the centre is safe to reopen, based on advice or instructions from relevant local or national agencies
* Use alternative venues in agreement with relevant awarding organisations
* Communicate any changes to your plans with parents, carers, and pupils
* Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements
* Offer candidates an opportunity to sit any examinations missed at the next available series, if possible
 |  |
| Markers unable to mark papers according to schedule | In the event that the staff responsible for marking assessment materials are absent from school to affect the smooth running of post examinations. | * Contact awarding organisations about alternative options
* Make arrangements to access exams at an alternative site
* Share facilities with other schools/colleges if possible
* Co-ordinate access to staff from an alternative site
 |  |