



## Examination Contingency Plan 2018 – 2019



Approved by Governing Body:

Review Date: July 2021

## 1. 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

## 2. 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.

## 3. Responsibilities

### 3.1 Head of centre

The head of centre will ensure that a written examination contingency plan/examinations policy is in place which 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 SLT 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.

Scenario	Actions	Person Responsible	Notes
Disruption of teaching time – centre is closed for an extended period	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time</p> <p>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>EO/RS</p> <p>EO</p> <p>RS</p> <p>AN/RS</p> <p>EO</p>	
Candidates unable to take examinations because of a crisis – centre remains open	<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>EO/RS</p> <p>EO</p> <p>EO</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>	EO	
Centre is unable to open as normal during the examination period	<p>Inform relevant awarding organisations as soon as possible</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>EO</p> <p>SLT</p> <p>AN</p> <p>AN/RS</p> <p>EO/RS</p>	
Disruption in the distribution of examination papers	<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</p>	<p>EO</p> <p>EO</p>	

Disruption to the transportation of completed examination scripts	Communicate with awarding organisations to organise alternative delivery of papers Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	EO EO	
Assessment evidence is not available to be marked (Damage/ Destruction/Fire)	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	EO	
Centre is unable to distribute results as normal	Contact awarding organisations about alternative options  Make arrangements to access results at an alternative site	EO AN/RS	
EO Absence	SLT Link and Central office to support in role	RS	
Invigilator Absence	EO/Cover Supervisor/Admin Team to step in		Cover Supervisor/Admin Team to complete invigilator training
Fire Alarm	Ensure invigilators are aware of policy  On call staff to assist evacuation and escort to separate area	EO SLT	Second MUGA to be used Exam conditions to be maintained throughout
Candidate Absence	Exam registers to be completed prior to entry. Pastoral lead to contact home		
Candidate illness during exam	Invigilators to alert First Aid.  Special Consideration to be requested where appropriate	EO EO	

Malpractice/Disruption in exam room	Invigilators and EO to complete JCQ paperwork. SLT on call	EO SLT	
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