

Examination Contingency Plan



Hazel Oak School

Approved by:	Andy Simms	Date:
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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](#), which requires all exam centres to have a written examination contingency plan/examinations policy.

It's also based on:

- Ofqual's [guidance on contingency planning](#)
- JCQ's [joint contingency plan](#)

3. Responsibilities

3.1 Head of centre

The head of centre is Andy Simms. 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 Exams Officer, James Summerfield every October. 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 , Exams Policy and NEA Policy.

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](#), and are consistent with [Ofqual's current contingency planning guidance](#).

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	<ul style="list-style-type: none"> ➤ 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 	James Summerfield and all Teachers who deliver accreditation.
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	<ul style="list-style-type: none"> ➤ 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 	James Summerfield (Lizzie Murphy Sheridan in James' absence)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
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	<ul style="list-style-type: none"> ➤ 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 	James Summerfield (Lizzie Murphy Sheridan in James' absence)
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	<ul style="list-style-type: none"> ➤ Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hard copies ➤ If the above isn't 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 	James Summerfield (Lizzie Murphy Sheridan in James' absence)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> ➤ 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 	James Summerfield (Lizzie Murphy Sheridan in James' absence)
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	<ul style="list-style-type: none"> ➤ 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 	James Summerfield (Lizzie Murphy Sheridan in James' absence)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
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	<ul style="list-style-type: none"> ➤ 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 	<p>James Summerfield (Lizzie Murphy Sheridan in James' absence)</p> <p>Teachers who deliver accreditation will be asked to communicate with exam boards.</p>
Absence of Exam Officer.	Pre-prepared safeguard measures need to be in place.	Elizabeth Murphy-Sheridan is the Centre's Contingency Nominee for Exams Officer role. Elizabeth has been trained by the Exams Officer and updated throughout the year. Elizabeth is therefore prepared for emergency events where the Exams Officer is absent e.g. exams day or postal procedures.	James Summerfield (Lizzie Murphy Sheridan in James' absence)
Lack of appropriately trained invigilators and absence on the day of the examination.	Pre-prepared safeguard measures need to be in place.	Invigilators are sourced internally and trained well in advance. The amount of trained invigilators trained is greater than the total required, therefore reserves are in place in case of absence. In an emergency situation, the Exams Officer will Invigilate- however, this is last resort.	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Failure of IT systems	This will only affect us if with are doing online tests (currently, we do not)	Liaise with Mike Nash. Contact Exam Board and ask for advise. Log any disruption.	Mike Nash James Summerfield (Lizzie Murphy Sheridan in James' absence)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Emergency evacuation of the exam room (or centre lock down)	During examinations.	<p>The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.</p> <ul style="list-style-type: none"> • Stop the candidates from writing. • Collect the attendance register (in order to ensure all candidates are present). • Evacuate the examination room in line with the instructions given by the appropriate authority. • Advise candidates to leave all question papers and scripts in the examination room. • Candidates should leave the room in silence. • Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. • Make a note of the time of the interruption and how long it lasted. • Allow the candidates the full working time set for the examination. • If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination. • Make a full report of the incident and of the action taken, and send to the relevant awarding body. 	James Summerfield (Lizzie Murphy Sheridan in James' absence)

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If the footer has gone awry, double click on the footer to make the 'header and footer tools' appear. Under 'navigation' click **off** the 'link to previous' option. Delete the footer contents (except for page number). Go to a previous portrait page and click on the square by the pink rule and copy and paste this into your new page.