

# Examination Contingency plan

## Hallmoor School



**Approved by:** Paul Roberts

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### 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.

This plan also complies with our funding agreement and articles of association.

### 3. Responsibilities

#### 3.1 Head of Centre

The Head of Centre is Mr Neil Wilson. He 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 Mrs Bradley-Adams 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.

### 5. Links with other policies

This exam contingency plan is linked to the assessment policy, Malpractice Policy and Access arrangements.

## 6. Contingency plan

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – 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	<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>	N. Wilson

<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>E. Bradley-Adams</p>
<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 forces it to close</p>	<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>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	<p>N. Wilson</p>

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	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	E. Bradley-Adams
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for 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	E. Bradley-Adams
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	N. Wilson
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	Contact awarding organisations about alternative options  Make arrangements to access results at an alternative site  Share facilities with other schools/colleges if possible	E. Bradley-Adams

Emergency evacuation of the exam room (or centre lock down)	If the examination room has to be evacuated due to a fire alarm, bomb threat, student in crisis, etc.	Follow emergency evacuation policy (Separate Document)	Invigilator staff
Absence of exam officers, teaching staff and/or invigilators	If key staff are absent.	Head of Centre to arrange alternative staff in consultation with Exams Administrator to ensure compliance. Staff from Academy Chain may be asked to substitute.	N. Wilson/E. Bradley-Adams
Failure of IT systems	If Computer System fails during assessment period.	Arrange with exam boards for alternative dates for assessment.	E. Bradley-Adams