

	POLICY TITLE:	Examination Contingency Plan
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Deputy Headteacher: Provision & Progress Provision & Progress sub-committee
Date Approved by Governing Body:		January 2022
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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.

Responsibilities

3.1 Head of centre

The Headteacher 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 Deputy Headteacher for Provision & Progress in the Spring term. 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 following policies:

- Curriculum Policy
- Exams Policy
- Teaching and Learning Policy

[continued below]

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 a detailed Ofqual 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 – 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.	Seek advice from awarding organisations and JCQ. Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. Prioritise candidates who will be facing examinations shortly. Advise candidates, where appropriate, to sit examinations in the next available series.	Exam Coordinator. Deputy Headteacher for Provision & Progress. Headteacher.

Teaching staff - extended absence at key points in the exam cycle.	Key tasks not undertaken including: early/estimated/final entry information not provided to the exams officer on time.	Head of Department to lead examinations strategy in relevant Department. SLT lead for the relevant department to coordinate all tasks related to examinations.	Exam Coordinator. Deputy Headteacher for Provision & Progress. Heads of Department.
Exam rooms - lack of appropriate rooms or main venues unavailable at short notice.	Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning or on examination day.	Teaching classes will be moved to accommodate the examination sessions. The school will consider closing to specific year groups if rooming is insufficient.	Exam Coordinator. Deputy Headteacher for Provision & Progress Headteacher.
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.	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. Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations Offer candidates an opportunity to sit any examinations missed at the next available series Apply to awarding organisations for special consideration for candidates	Exam Coordinator. Deputy Headteacher for Provision & Progress. Headteacher.

		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 forces it to close.	<p>Inform relevant awarding organisations as soon as possible. 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. 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>Exam Coordinator.</p> <p>Deputy Headteacher for Provision & Progress.</p> <p>Headteacher.</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.	<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>Exam Coordinator.</p> <p>Deputy Headteacher for Provision & Progress.</p>
Disruption to the transportation of completed examination scripts.	In the event that there is a delay in normal collection arrangements for completed examination scripts.	Seek advice from awarding organisations and their normal collection agency regarding collection.	<p>Exam Coordinator.</p> <p>Deputy Headteacher for Provision & Progress.</p>

		Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection.	
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.	Exam Coordinator. Deputy Headteacher for Provision & Progress.
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/electronically. Share facilities with other schools/colleges if possible.	Exam Coordinator. Deputy Headteacher for Provision & Progress.
Absence of Exam Coordinator.	In the event that the Exam Coordinator is absent.	Seek advice from awarding organisations and JCQ. Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers. Deputy Headteacher to prepare plan for management of examinations including Associate Assistant Headteacher for Assessment and SENCO plus SEND team.	Exam Coordinator. Deputy Headteacher for Provision & Progress. SENCO. Associate Assistant Headteacher for Assessment.

<p>Invisgators - lack of appropriately trained invigilators or invigilator absence.</p>	<p>Failure to recruit and train sufficient invigilators to conduct exams.</p>	<p>Use of external invigilator bank where we are short-staffed.</p> <p>Trained admin support/teaching staff can cover the positions if required.</p>	<p>Exam Coordinator.</p> <p>Deputy Headteacher for Provision & Progress.</p> <p>SENCO.</p>
<p>Absence of SENCO at Key Points in Exam cycle.</p>	<p>Any point during the academic year, when SENCO is absent.</p>	<p>Relevant responsibilities are shared between 2 members of staff with the Assistant Head: Inclusion (SENCo) having oversight and overall responsibility.</p> <p>If any of these members of staff are off, the others are aware of the key tasks that will need to be undertaken in the management and administration of the access arrangements process.</p>	<p>Exam Coordinator.</p> <p>Deputy Headteacher for Provision & Progress.</p> <p>SEND Team.</p>
<p>Evacuation of an Exam Room.</p>	<p>In the event any incident means it is no longer safe for students to remain in the Exam Room.</p>	<p>Inform relevant awarding organisations as soon as possible. Refer to emergency plans and/or health and safety policy, where appropriate.</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>Exam Coordinator.</p> <p>Deputy Headteacher for Provision & Progress.</p>

Failure of IT systems	MIS system failure at final entry deadline MIS system failure during exams preparation MIS system failure at results release time	Coordinate with ICT in advance of examinations Ensure proper ICT during examination Ensure access to external router if school WiFi is not functioning	Exam Coordinator Deputy Headteacher for Provision & Progress
Disruption in the distribution of examination papers	Disruption to the distribution of examination papers to the centre in advance of examinations	Liaise with the awarding body Arrange internal printing and storage in compliance with JCQ regulations Arrange alternative courier distribution	Exam Coordinator Deputy Headteacher for Provision & Progress
Centre unable to distribute results as normal or facilitate post results services	Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services	Liaise with the awarding body Distribute electronically if possible Arrange distribution at a different venue Ensure postal access to results	Exam Coordinator Deputy Headteacher for Provision & Progress