



Exam Contingency Plan

Centre Number 36524

Last reviewed on:

September 2024

Next review due by:

September 2025

RECORD OF AMENDMENTS

When Was The Plan Last Updated?		
Date	Name	Detail (changes made)
September 2023	Laura Rzepinski	Reviewed
September 2024	Scott Johnson	<ul style="list-style-type: none">• Purpose of Plan updated• Absence of Exams Officer: Changed from, 'during an exam,' to, 'during critical stages of the exams process.'

Bents Green Values

We nurture relationships: We care about everyone in our school community. Unconditional positive regard is central to our approach to students, staff and the whole school community.

We are kind and respectful: We will treat each other with respect and kindness, and we are considerate of each other's feelings.

We celebrate individualism: Every individual is valued for who they are and what they contribute to the school. We are a school that encourages people to embrace their true selves and share their uniqueness with the world.

We communicate positively: We ensure that we focus on developing positive communication with students, staff and the whole school community.

We are lifelong learners: We believe that everyone can achieve and learn in the right environment and with the right support.

We use these values to underpin all our work, and all staff and visitors are expected to model these at all times.

Key staff involved in the procedure

Role	Name(s)
Head of centre	Laura Rzepinski
Senior leader(s)	Richard Cusworth Juliette Pitchfork
Exams Officer	Scott Johnson
SENCo	Aileen Hosty

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the examination/assessment process.

By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on processes at Bents Green School.

Alongside internal processes, this plan is informed by the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication 'What schools and colleges and other centres should do if exams or other assessments are seriously disrupted' and the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the JCQ document **Preparing for disruption to examinations** (Effective from 1 September 2024).

This plan details how Bents Green School complies with the JCQ's **General Regulations for Approved Centres** by having in place for inspection that must be reviewed and updated annually, a written contingency plan which covers all aspects of examination/assessment administration and delivery. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

Responsibilities

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.
- Ensure that the centre responds to the National Centre Number Register annual update by the end of October every year which includes providing senior designated contact details (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 5.3)

Staff and Invigilators

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

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](#) published in 2015, and are consistent [with Ofqual's current contingency planning guidance](#).

Scenario	When to implement	Actions	Person(s) responsible
<p>Disruption of teaching time – centre is closed for an extended period</p>	<p>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>	<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>	<p>Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.</p>

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 where they have met the minimum requirements

Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.

<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 or severe weather forces it to close</p>	<p>Head of Centre is responsible for taking advice, or following instructions from local/national agencies in deciding whether the school is able to open</p> <p>Inform relevant awarding organisations as soon as possible</p> <p>Communicate with parents, carers and students</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 venue in agreement with relevant awarding organisations. Ringinglow Road site would be used instead.</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>Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.</p>
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<p>Disruption in the distribution of examination papers</p>	<p>In the event that there is disruption to the distribution of examination papers to centres in advance of examinations</p>	<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>Ensure any copies are received and securely stored in line with guidelines as instructed by awarding body</p>	<p>Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.</p>
<p>Disruption to the transportation of completed examination scripts</p>	<p>In the event that there is a delay in normal collection arrangements for completed examination scripts</p>	<p>Centre should investigate alternative options that comply with JCQ publication instructions for conducting exams.</p> <p>Seek advice from awarding organisations and their normal collection agency regarding collection.</p> <p>Only make alternative arrangements after approval from awarding organisation. Keep all papers in secure storage until collection.</p>	<p>Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.</p>
<p>Assessment evidence is not available to be marked</p>	<p>In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before</p>	<p>Seek advice from awarding organisations and JCQ</p>	<p>Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.</p>

	it can be marked, e.g. a fire at the centre destroys completed examination scripts	Communicate advice to candidates and their parents or carers	
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 venue in agreement with relevant awarding organisations. Ringinglow Road site would be used instead.	Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.
Absence of Exams Officer	In the event that the Exams Officer is not able to be at the Centre during critical stages of the exams process.	Head of Centre and Leadership team will ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging students, if the need arises.	Head of Centre, Leadership Team and other staff with a vested interest.

<p>Lockdown during exam</p>	<p>In the event of a lockdown situation whilst an exam is taking place</p>	<p>All invigilators will have a master key to lock exam room. Students will be advised to stop working and stay out of view until the situation becomes safe. Missed time will be calculated and added to the normal end of exam finish time.</p> <p>Inform relevant awarding organisations as soon as possible</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Inform parents, carers and students of incident and follow up procedure.</p>	<p>Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.</p>
<p>Emergency evacuation</p>	<p>In the event of a situation where students need to be evacuated during an exam i.e Fire Alarm, or Fire or other circumstance</p>	<p>Students will be advised to stop working and evacuate to the Woodland walk area of school.</p> <p>Missed time will be calculated and added to the normal end of exam finish time.</p> <p>Inform relevant awarding organisations as soon as possible</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum</p>	<p>Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.</p>

		<p>requirements</p> <p>Inform parents, carers and students of incident and follow up procedure.</p>	
National Incident	In the event of a National Incident	<p>Seek advice from awarding organisations and JCQ and act accordingly</p> <p>Communicate with parents, carers and students about the potential for disruption.</p>	Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.
Cyber Attack	Where a cyber-attack may compromise any aspect of delivery	<p>Seek advice from awarding organisations and JCQ and act accordingly</p> <p>Communicate with parents, carers and students about the potential for disruption.</p>	Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.

Failure of IT systems	Where a power outage occurs immediately before an onscreen test takes place	<p>Seek advice from awarding organisations and JCQ and act accordingly</p> <p>Communicate with parents, carers and students about the potential for disruption.</p>	Exams Officer, Head of Centre, Leadership Team and other staff with a vested interest.
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Monitoring arrangements

This policy will be reviewed every year by the Co-Headteachers and Exams Officer. At every review, the policy will be approved by the Governor Policy Group.