

Examination Contingency Plan

Parkside School, Norwich



Approved by: Mr R Holderness

Date: 10.10.18

Last reviewed on: 10th October 2018

Next review due by: 10th October 2019

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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.

3. Responsibilities

3.1 Head of centre

The head of centre is **Mrs Carolyn Ellis- Gage**. She 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 a Senior Leader 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.

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	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 Have a contingency plan to facilitate alternative methods of learning, alternative venues or both Prioritise candidates who will be facing examinations shortly Advise candidates, where appropriate, to sit examinations in the next available series	Mrs C Ellis- Gage

<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>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 (Recreation Road Infant School, Avenues Junior School or Recreation Road Sports Centre) 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>	

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	
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	
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	
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	

Absence of exam officers, teaching staff and/or invigilators	In the event that key staff were absent for the exams	<p>Alternative Senior Leaders to be used as Exam Officers</p> <p>(R Holderness and K Chappell also held this position at Parkside)</p> <p>Alternative Senior staff to be used as invigilators</p> <p>Invigilators from nearby schools to be sequestered</p>	
Failure of IT systems	In the event that the school's IT systems didn't function	<p>Exams would still take place as planned</p> <p>The centre would inform JCQ by telephone of the issues</p>	
Lack of appropriate exam rooms	In the event of the planned exam space becoming unusable	<p>Exams would be conducted in a nearby appropriate setting (Recreation Road Sports Hall or Recreation Road school.</p> <p>JCQ would be informed</p>	
Emergency evacuation of the exam room (or centre lock down)	In the event of serious disruption to planned exams at exam commencement or during the exam	<p>Safety of the pupils would be the first consideration</p> <p>Where possible, exam officers would remove papers and exam materials and take in a locked briefcase, with the pupils to the nearest setting to resume examination</p>	