



Exam contingency plan

Centre No:20638

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mim Hall, Principal	
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Date of next review	September 2023

Contents

1. Aims.....	2
2. Legislation and guidance.....	2
3. Responsibilities	2
4. Monitoring arrangements.....	3
5. Links with other policies	3
6. Contingency plan	4-11

1. Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.
- Alongside internal processes, this plan is informed by information contained in the Joint contingency plan for the examination system in England, Wales and Northern Ireland, where it is stated that “Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff is familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”

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 the school Principal. 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 Head of Curriculum and Head of Operations and Compliance every year. 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

6. Causes of potential disruption to the exam process

- See table in Page 4.
- 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 ➤ Remote education platform are in place and pupils are trained to access these facilities (Google Classroom, Readingwise, and GCSE Pod) ➤ 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 	SLT led by CB- Head of Curriculum
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 ➤ Parents to complete Form14 	SLT led by MR- Head of Operations and Compliance KK- Exams Officer

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, an alternative options would be explored such as moving exams to an external location (Sandwell Academy. Taxi would be provided). ➤ In such instances, details would be communicated to candidates via the school's website, email, telephone calls, and text. Staff involved in exams (including invigilators) would be contacted by email, telephone and text. ➤ 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 	SLT led by MH- Head of Centre

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
<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>	<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 	<p>SLT led by MR- Head of Operations and Compliance KK- Exams Officer</p>

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 	SLT led by MR- Head of Operations and Compliance KK- Exams Officer
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 	SLT led by CB- Head of Curriculum

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 	SLT led by CB- Head of Curriculum
Exam officer extended absence at key points in the exam process (cycle)	In the event that the exams officer is absent for more than a week.	<ul style="list-style-type: none"> ➤ In a period of extended absence the Head of Curriculum (Quality Assurance) would take responsibility for carrying out the duties of the Exams officer and would work in consultation with the Principal. ➤ Appropriate back-filling of responsibilities would then be decided upon by the Principal. All members of the invigilating team regularly receive training and colleagues involved in the administration of key processes are trained on how to carry out processes and who to contact. 	SLT led by CB- Head of Curriculum

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
SENCo extended absence at key points in the exam cycle	In the event that the SENCo is absent for more than a week.	➤ The school does not have a SENCo at the moment but has a deputy SENCo, the Head of Curriculum with the support from a mentor deals with any additional needs and requirements. The Head of Operations and Compliance oversees this process.	SLT led by MR- Head of Operations and Compliance KK- Exams Officer
Teaching staff extended absence at key points in the exam cycle	In the event of a period of extended absence of a member of the teaching staff.	The Principal would arrange teaching cover from within the staff team and/or the appropriate agencies. New staff providing cover would be briefed as part of their induction process on arrangements for assessment and examinations. Their practice in terms of assessments would be monitored by the Principal.	SLT led by CB- Head of Curriculum Timetable Officer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Invigilators - lack of appropriately trained invigilators or invigilator absence	In the event that the 10 invigilators are absent.	<p>New invigilators undergo training by the Exams Officer and also online training delivered by Exams Office. They are permitted to work independently once they and the Exams Officer are happy that they are competent and confident in processes and procedures. There are 10 invigilators based at the school. Within the SVS staff team, colleagues are required to assist during main exam sessions and are trained by the Exams Officer with regard to their responsibilities and duties. Minor absence issues (such as an invigilator calling in sick) are covered by another member of staff.</p> <p>Members of the SLT are trained invigilators.</p>	SLT led by CB- Head of Curriculum Timetable Officer
Exam rooms - lack of appropriate rooms or main venue unavailable at short notice	Lack of appropriate rooms or main venue unavailable at short notice	The majority of exams are accommodated in the open area, which is the largest teaching room. There are other classrooms available for smaller groups sitting exams.	SLT led by MR- Head of Operations and Compliance KK- Exams Officer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Failure of IT systems	ICT disruption	<p>SVS endeavours to minimise and ICT disruption via preventative maintenance. In the event of an issue this would be dealt with by the ICT technician. The technician test and update the system on a regular basis. Where such failure impacted on scheduled exams, steps would be taken to resolve the problem as quickly as possible.</p> <p>Alternative access to emails is in place.</p>	<p>SLT led by JT- Head of Pastoral and Behaviour RC- ICT Officer</p>
Assessment evidence is not available to be marked	In the event of large scale damage or destruction of completed examination scripts/assessment evidence before it can be marked.	In the event of large scale damage or destruction of completed examination scripts/assessment evidence before it can be marked, the Exam Officer would notify the Awarding Body immediately for advice and further instructions. Student marks would be submitted based on appropriate evidence and candidates would be given the opportunity to retake in a subsequent series.	SLT led by CB- Head of Curriculum