

Appendix 6



Examination Contingency Plan 24.25

Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams
- Mitigate the impact of disruptions by providing actions or procedures to follow
- To clarify and expand on our school's Exam Policy where appropriate

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.

Responsibilities

Senior Leader

The senior leader will ensure that a written examination contingency plan and examinations policy is in place and covers all aspects of examination administration at the setting.

Staff and invigilators

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

Monitoring arrangements

This plan will be reviewed by the School leader every year in the autumn term.

Contingency plan

These are based on the JCO's joint contingency plan, and are consistent with Ofqual's current contingency planning guidance.

SCHOOL:			
Scenario	when to implement	actions	person(S) responsible
Disruption of Teaching Time	School closure for an extended period	<ul style="list-style-type: none">• Remote /blended learning• Outreach teaching	Senior Leaders
Disruption in the	Non receipt of examination	Awarding organization to provide electronic access to examination papers	Exams Office

distribution of examination papers	papers		
Candidates unable to take examinations because of a crisis	School remains open. Candidate unable to attend (e.g. medical certificate, identified needs)	Alternative venue sourced – On Track Silverstone Pits Farm, Towcester Road, Silverstone, Northamptonshire, NN12 8UB 01327 366926 / 07593 820482 silverstone@ontrackededucation.com in agreement with relevant awarding body. School to apply for special consideration	Exams Office Senior Leaders
School unable to open during examination period	School emergency closure	Alternative venue sourced (as above) in agreement with awarding bodies	Exams Office Senior Leaders
Disruption to transportation of examination papers	Failed collection	Schools to ensure secure storage of examination papers until collected	Exams Office Senior Leaders
Exams Officer is unable to fulfil role	Illness, absence	School senior leadership team able to fulfil duties of the Exam's Officers role.	Senior Leaders
Assessment evidence not available to be marked	Large scale damage to or destruction of completed scripts before it can be marked	Contact awarding bodies for advice. Collate appropriate evidence of candidate achievement as identified by Awarding organisations. Candidates to retake at subsequent assessment window	Exams Office Senior Leaders
Cyber attack	In the event of a cyber attack impacting examination procedures	Immediately contact awarding bodies for advice. Exams Officer can remotely access via awarding bodies all entries Hard copy documentation and evidence is retained in school safe School's cyber attack process is to contact directors and insurers who will instigate their Cyber attack response plan and instruct us on actions required	
Strike Action	Strike action impacts pupil examinations	Priority given to maintaining examination series intact if strike action during exam season	