Examination Contingency Plan

VISION STATEMENT

We want Blacon High School to be a safe and caring place at the heart of our community, where everyone is valued and supported to aspire, believe and achieve beyond their potential.

Approved by Governing Body: 26.03.25
Next due for review: 26.03.26

Contents

1. 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

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 Rachel Hudson (Headteacher). 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 Ela Mrozek (Exams officer) before each exam series. 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. 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 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	- Seek advice from relevant awarding organizations and JCQ - Have a contingency plan to facilitate alternative methods of learning using Google Classroom - Offer candidates an opportunity to sit any examinations missed at the next available series (where the examination is not the terminal series) - Communicate any changes to your plans with parents, carers and students	ROL / HUR MRE / SCN

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
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	- 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 students - Offer candidates an opportunity to sit any examinations missed at the next available series (where the examination is not the terminal series) - Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements	ROL / HUR MRE / SCN

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	• 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
		  - JH Godwin School
		  - The Arches School
		  - Dee Point School
		• Communicate any changes to your plans with parents, carers and students
		• 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 (where the examination is not the terminal series)
			ROL / HUR
			
			MRE / SCN

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
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	- 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 - Organize staff to receive, copy and store papers under secure conditions - As a last resort, your awarding organisation may consider rescheduling the examination	ROL / HUR MRE / SCN
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	- Examinations that 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	ROL / HUR MRE / SCN

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
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 • Liaise with teaching staff over the availability of alternative assessment evidence. • 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	==ROL== / HUR MRE / SCN
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	• Contact awarding organisations about alternative options • Make arrangements to access results at an alternative site • Share facilities with local schools e.g. JH Godwin • Co-ordinate access to post results services from an alternative site • Contact the relevant awarding organisation if electronic post results requests are not possible	==ROL== / HUR MRE / SCN

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Absence of exam officers, teaching staff and/or invigilators	In the event that the exam officer is absent from school or there is above average absence of teaching staff and/or invigilators	• In the absence of the exams officer (MRE) then the deputy exams officer (JOD) would organize the distribution and monitoring of the exam. Should both MRE & JOD be absent from school then the Deputy Headteacher responsible for exams (SCN) would assume the role. • External cover to be brought in to school to cover staff absence. Staffing to be reviewed to support invigilation and lessons. • Contact awarding organisations for approval to increase teacher/student invigilation ratio within exams. • Contact awarding organisations for approval to use subject staff to invigilate their own exam. These staff would be briefed regarding conduct and would not be the lead invigilator.	ROL / HUR MRE / JOD / SCN

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Lack of appropriate exam rooms	In the event that the centre is unable to facilitate the normal scheduled of examinations due to a lack of rooms	• Review of school timetable to identify possible collapsing of classes in increase room availability. • Contact awarding organisations for approval to change the start time of the exam to facilitate room use. • 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 - JH Godwin School - The Arches School - Dee Point School • Communicate any changes to your plans with parents and students • Offer candidates an opportunity to sit any examinations missed at the next available series (where the examination is not the terminal series) • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements	ROL / HUR MRE / SCN

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Emergency evacuation of the exam room (or centre lock down)	In the event of the exam being interrupted due to a fire alarm or lock down	• Communicate with relevant awarding organisations to make them aware of the issue • Students to be evacuated from exam rooms in accordance with school fire regulations. Exam room to be locked and time of disruption noted. • Students to be held in exam rooms in accordance with school lockdown regulations. Exam room to be locked and time of disruption noted. • Remind candidates they are under examination conditions and that they should have no contact with other candidates (fire alarm/lockdown) • Communicate any reasons for disruption and possible plans with parents and students • Offer candidates an opportunity to sit any examinations missed at the next available series (where the examination is not the terminal series) • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements	ROL / HUR MRE / SCN

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE

| School experiences a cyber-attack. | Where a cyber-attack may compromise any aspect of delivery. | • Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers
• Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements
• Staff should use a strong 14 character password and multifactor authentication is enabled on all systems.
• Different passwords should be used for different systems
• The school has contingency plans to continue the delivery of learning
• To ensure the authentication of candidate's cyber security best practice will be followed where work is completed using ICT.
Students should:
• Use a strong/unique password which is regularly changed
• Keep details of their account secret and not share with other candidates
• Enable additional security setting whenever possible
• Network Manager/IT department to back up data
• The backups are held offline
• Systems for restoring services and recovering data from the backups are tested and reliable
• In the event of an attack the Centre will enact the 'Incident Management Plan'
• Contact the National Cyber Security Centre (NCSC)
• Contact the local law enforcement and Action Fraud
• Inform the DfE by emailing: securityenquiries@education.gov.uk | ROL / HUR
GIJ / WYJ
MRE / SCN |

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
		• any work completed in an exam situation is stored in a secure location which is not accessible from outside the School and only by very few inside	