



# Chipping Sodbury School

## *Examination contingency plan*

Approved by	LGB
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Linked policies/Procedures	Exams Procedure, NEA Procedure, Controlled Assessment Procedure

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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.

This plan also complies with our funding agreement and articles of association.

## **3. Responsibilities**

### **3.1 Head of centre**

The head of Centre is Katherine Tuner. 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 Senior team 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. 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>Head of Centre, Senior team</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</p>

<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>Exams Officer</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</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 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>Head of Centre, Senior team, Exams officer</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</p>

		Offer candidates an opportunity to sit any examinations missed at the next available series, if possible	
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	Exams Officer
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	Seek advice from awarding organisations and their normal collection agency regarding collection  Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection	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	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	Head of Centre, Exams Officer

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	<p>Contact awarding organisations about alternative options</p> <p>Make arrangements to access results at an alternative site</p> <p>Share facilities with other schools/colleges if possible</p>	<p>Head of Centre, Exams Officer</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</p>
Absence of exam officers, teaching staff and/or invigilators	If the Exams Officer is off for unavoidable reasons or invigilators are short.	<p>Exams Line manager to step in and organise the running and administration of exams.</p> <p>Support staff to assist with invigilating.</p>	<p>Assistant Headteacher /Exams line manager.</p> <p>Head of Centre</p>
Long term absence of exam officer	If the Exams Officer is off for unavoidable reasons for longer period of time	Exams Line manager to step in and organise the running and administration of exams.	<p>Assistant Headteacher /Exams line manager.</p> <p>Head of Centre</p>
Lack of appropriate exam rooms	Exam room is unusable or 'quiet rooms' unavailable	The next quietest classroom to be used and faculty offices whereby nothing is in these offices that would assist the student with their paper i.e posters on walls	Exams Officer and Exams line manager

Emergency evacuation of the exam room	If a fire alarm sounds or another emergency occurs	Follow the JCQ emergency procedure. Follow the schools Fire alarm procedure	Exams Officer and Invigilators
Long term absence of SENCo	If the SENCo is off for unavoidable reasons for longer period of time when AA testing is required or during an examination window (when the SENCo would typically support the organisation of AA).	Deputy SENCo to step in with support from both the Assistant Head (Exams) and Deputy Head (Student support).  Note: It may be necessary to provide additional capacity through providing cover for the deputy SENCo in this eventuality.	Deputy SENCo Assistant Head (Exams) Deputy Head (Student support)
Cyber-attacks	When the security of school computer systems may have been breached	Centre must promptly report incident to relevant awarding body and, if applicable, any data breach would need reporting to the data protection authority.  In order to minimise disruption to examinations paper seating plans, timetables and student lists will be printed off in advanced of the day of an examination (to mitigate the risk of disruption to the exam systems, these records will be stored in the locked exams office).	Exams Officer and Exams line manager