



## Examination Contingency Plan

Examination Contingency Plan – for the academic year 2015/2016

The Examination Contingency Plan aims to cover all aspects of examination administration and should be read alongside our **examination policy**. It is a robust contingency plan – put in place by Senior Leaders, to minimise risk to examination administration and any adverse impact on students, for example – should the examinations officer be absent at a critical stage of the examination cycle, etc.

The Examination Contingency Plan has been developed in conjunction with the Joint Contingency Plan for the examinations system in England, Wales and Northern Ireland, which can be downloaded from Ofqual’s website (<http://ofqual.gov.uk/documents/joint-contingency-plan-for-the-examination-system-in-england-wales-and-northern-ireland/all-versions/>). This Examinations Contingency Plan has been developed to reflect specific circumstances at Moorside High School.

This contingency plan will be implemented only in the event of major disruption to the school and any actions taken will be subject to the agreement of senior leaders dealing with the specific circumstances being faced. Implementing the plan will safeguard the interests of candidates while maintaining the integrity of examinations and safeguarding qualification standards.

From the below table, the contingencies applied will be selected based on the context of the disruption. If it is identified that current contingencies will not be sufficient to manage a unique unforeseen situation causing disruption to examinations, SLT will convene to agree the additional actions required.

Disruption	Qualifying criteria	Remedial action	Who
Disruption of teaching time – centres are closed for an extended period	School is closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning	<ul style="list-style-type: none"> <li>HODs and SLT convene to agree course of action, may involve delaying entry to exam series or seeking permission to use an alternative centre.</li> </ul>	HOD/SLT

Disruption	Qualifying criteria	Remedial action	Who
	and where online study hasn't ameliorated the loss of teaching time.	<ul style="list-style-type: none"> <li>In the case of modular courses, departments may advise SLT/candidates to sit examinations at an alternative series. (year 10 science only or Btec/It one)</li> </ul>	
Disruption in the distribution of examination papers	Disruption to the distribution of examination papers to centres in advance of examinations.	<ul style="list-style-type: none"> <li>Awarding organisations to provide centres with electronic access to papers via a secure external network.</li> <li>Awarding organisations to fax examination papers to centres if electronic transfer is not possible</li> <li>The Examinations Officer would need to ensure that copies are received, made and stored under secure conditions.</li> <li>Check exam papers are on site 24 hours preceding exam.</li> </ul>	<p>Awards body</p> <p>Awards body</p> <p>Examinations Officer</p> <p>Examinations Officer</p>
Candidates unable to take examinations because of a crisis – (centres remain open)	Candidates are unable to attend examination centres to take examinations as normal, e.g. return from trip delayed or part of centre inaccessible	<ul style="list-style-type: none"> <li>Centre to liaise with awarding body to agree delay of start of exam, candidate monitored and isolated in line with awarding body agreed instructions.</li> </ul>	SLT/HOD/Head of Centre

Disruption	Qualifying criteria	Remedial action	Who
		<ul style="list-style-type: none"> <li>• Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.</li> <li>• Centre to offer candidates an opportunity to sit any examinations missed at the next available series.</li> <li>• Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.</li> </ul>	
Centres are unable to open as normal during the examination period	Centres unable to open as normal for scheduled examinations <i>The responsibility for deciding whether it is safe for a centre to open lies with the Head of Centre.</i>	<ul style="list-style-type: none"> <li>• Centre to open for examinations and examination candidates only, if possible and to use alternate accommodation within the same site.</li> <li>• Centres to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)</li> <li>• Centres may offer candidates an opportunity</li> </ul>	SLT/Examinations Officer/Head of Centre

Disruption	Qualifying criteria	Remedial action	Who
		<p>to sit any examinations missed at the next available series</p> <ul style="list-style-type: none"> <li>Centres to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.</li> </ul>	
Disruption to the transportation of completed examination papers	Delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> <li>Centres to ensure secure storage of completed examination papers until collection</li> <li>Centres to seek advice from awarding organisations and normal collection agency regarding collection</li> </ul>	Examinations Officer
Centres are unable to distribute results as normal	Centres are unable to access or manage the distribution of results to candidates, or to facilitate post results services	<ul style="list-style-type: none"> <li>Centre to make arrangements to access its results at an alternative site</li> <li>Centres to make arrangements to coordinate access to post results services from an alternative site (or through access of computerised systems)</li> <li>Centres to share facilities with other centres if this is possible</li> </ul>	Examinations officer SLT

Disruption	Qualifying criteria	Remedial action	Who
Examinations officer is absent from school for a long duration	Centre examinations officer is not able to attend on site to administer examinations	<ul style="list-style-type: none"> <li>• An Exams Administrator is identified and trained to deal with routine examination administration activities</li> <li>• Senior leader trained to administer and apply examination protocols in line with JCQ guidelines</li> </ul>	SLT
Emergency arises during an exam session	Disruption of exam venue during an exam, i.e. fire alarm	<ul style="list-style-type: none"> <li>• Centre follows exam procedures for dealing with crisis events during an exam, e.g. during a fire alarm, invigilators take the attendance sheets, leave the exam papers on the desks, candidates are marshalled to safety point and kept isolated from main school populations and if safe to do so and necessary, candidates are re-seated in new accommodation on same site in similar seating arrangement where possible</li> </ul>	Examinations officer Invigilators G Finney L Burke
Sole invigilator in exam venue/room	There is only one invigilator available for the exam	<ul style="list-style-type: none"> <li>• All invigilators have mobile numbers of exams officer and can call from their emergency mobile in the case of emergency.</li> <li>• Always have a bank of invigilators to use</li> </ul>	Examinations Officer

## Evacuation/Bomb Procedures: The School follows evacuation procedures.

### Appendix B: Useful links/information

AQA <http://www.aqa.org.uk/>

JCQ <http://www.jcq.org.uk/homepage>

CCEA <http://www.rewardinglearning.org.uk/>

BSC <http://www.bcs.org/>

Enlight <http://www.ecdluk.enligh.net>

Ofqual <http://www.ofqual.gov.uk/>

Edexcel <http://www.edexcel.com/>

DfE <http://www.education.gov.uk/>

EDI <http://www.ediplc.com/>

DENI <http://www.deni.gov.uk/>

QCDA <http://www.qcda.gov.uk/>

OCR <http://www.ocr.org.uk/>

WJEC <http://www.wjec.co.uk/>

JCQ access arrangements, reasonable adjustments and special consideration

<http://www.jcq.org.uk/>

JCQ instructions for conducting examinations

DfE guidance on dealing with disruption to teaching and learning

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather>