

# Exam Contingency Plan

Approved by:		
Name	Title	Date
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## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Caister Academy. 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 scenarios contained in the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*.

This plan complies with JCQ general regulations (section 5) in that:

*The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”*

## Causes of potential disruption to the exam process

### 1. Exam officer (E.O.) extended absence at key points in the exam process (cycle)

#### Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- **Planning**
  - annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
  - annual exams plan not produced identifying essential key tasks, key dates and deadlines
  - sufficient invigilators not recruited and trained
- **Entries**
  - awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
  - candidates not being entered with awarding bodies for external exams/assessment
  - awarding body entry deadlines missed or late or other penalty fees being incurred
- **Pre-exams**
  - exam timetabling, rooming allocation; and invigilation schedules not prepared
  - candidates not briefed on exam timetables and awarding body information for candidates
  - exam/assessment materials and candidates' work not stored under required secure conditions
  - internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators



- *Exam time*
  - exams/assessments not taken under the conditions prescribed by awarding bodies
  - required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
  - candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
  - access to examination results affecting the distribution of results to candidates
  - the facilitation of the post-results services
  -

Centre actions:

- *LSE to deputise in role of E.O. to cover unforeseen absences whether short-term or long term.*
- *Inform Awarding bodies of estimated entries at earliest opportunity – log onto secured site to obtain pre-lease material and distribute according to the Awarding Bodies instructions.*
- *All members of SLT have account log-ins to Awarding Bodies secure sites.*
- *E.O. to attend regular network meeting with local examination officers and Awarding Bodies, when offered, to share key information.*
- *Buddy up with local academy within the same Academy Trust. Buddy E.O. to enter candidates on behalf of home academy.*
- *LSE or Buddy E.O. to train new invigilators or run annual re-fresher course to existing invigilators*
- *SLT to oversee all examinations and report any malpractice to Awarding Boards on behalf of E.O.*
- *Ensure all Awarding Bodies have correct contacts for Academy and E.O. (i.e. telephone/fax number/email address)*

## 2. SENDCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- *Planning*
  - candidates not tested/assessed to identify potential access arrangement requirements
  - evidence of need and evidence to support normal way of working not collated
- *Pre-exams*
  - approval for access arrangements not applied for to the awarding body
  - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
  - staff providing support to access arrangement candidates not allocated and trained
- *Exam time*
  - access arrangement candidate support not arranged for exam rooms

Centre actions:

- *Assistant trainee SENDCO or Buddy up with local academy within the same Academy Trust. Buddy SENDCo/Qualified Assessor to carry out testing on students and liaise with E.O. to enter applications online.*
- *E.O. to arrange access arrangement candidate support during exam period.*
- *All folders with assessment details centrally held*



### 3. Teaching staff extended absence at key points in the exam cycle

#### Criteria for implementation of the plan

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received*
- *Final entry information not provided to the exams officer on time; resulting in:*
  - *candidates not being entered for exams/assessments or being entered late*
  - *late or other penalty fees being charged by awarding bodies*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

#### Centre actions:

- HOD of subject to liaise with exams officer
- Line Manager to liaise with HOD and exams officer
- External marker to be called upon to mark any outstanding internal assessments and to liaise results with the exams officer

### 4. Invigilators - lack of appropriately trained invigilators or invigilator absence

#### Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam*

#### Centre actions:

- E.O. and SLT to review availability of invigilators at beginning of each academic school year and advertise and train appropriately.
- Liaise with local schools/academies to source, trained available invigilators to offer support on peak exam days.
- Contact invigilators who are on "Standby" to invigilate.
- Train centre staff as invigilators to use in emergencies.
- Explore options to stagger examination sessions to smaller sizes to preserve invigilator to candidate ratio, whilst supervising remaining candidates at all times.

### 5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice



#### Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an unexpected incident at exam time*

#### Centre actions:

- Liaise with SLT re room usage before the examination season starts.
- Use of local Council Hall and or local Junior school – providing all relevant paperwork is submitted to Awarding Bodies for authorisation.
- Stagger examinations to smaller sizes to enable to use other rooms within the centre, whilst maintaining invigilator to student ratio and supervising candidates at all times.

### **6. Failure of IT systems**

#### Criteria for implementation of the plan

- *MIS system failure at final entry deadline*
- *MIS system failure during exams preparation*
- *MIS system failure at results release time*
- *Computer failure during online examination*
- *Unable to use special consideration online (either due to failure with centre network or awarding bodies)*

#### Centre actions:

- Enter entries via Awarding Bodies secure website
- Print entries from Awarding Bodies secure website to distribute to candidates
- Use other computer programmes to produce seating plans and timetables
- Download results from Awarding Bodies secure website and collate information using other available computer programmes.
- Academies ICT Administrator to be on site for results day.
- Re-arrange online test or offer candidate to sit at next available season
- Apply for special consideration to awarding body, providing minimum requirements have been met.
- Liaise with awarding bodies to complete the JCQ special consideration form and either post or fax request through.

### **7. Disruption of teaching time – centre closed for an extended period**

#### Criteria for implementation of the plan

- *Centre 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*

*The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. [Joint Contingency Plan (JCP) scenario 1]*

#### Centre actions:

- To continue learning using facilities at the Council Hall and/or local junior school.
- Prioritise learning for those students with impending examinations.



- Use of “Show my Homework”, Pearson Active Learn, Kaboodle etc. for teaching staff to share resources to students via E-Learning.

## 8. Candidates unable to take examinations because of a crisis – centre remains open

### Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

*The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue. [JCP scenario 2]*

### Centre actions:

- Liaise with candidates are able to sit examinations at an alternative venue with agreement from the relevant awarding bodies.
- Apply to the awarding bodies for special consideration for candidates who have met all relevant requirements.
- Wednesday 24<sup>th</sup> June – national contingency day for all awarding bodies – inform pupils they must be available on that day in case an exam has to be re-scheduled nationally.
- Offer candidates the opportunity to sit the examination at the next available series.

## 9. Centre unable to open as normal during the exams period

### Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

*A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible. [JCP scenario 5]*

### Centre actions:

- If possible, open centre for examination purposes only.
- Use alternative site (Council Hall/local junior school) providing agreement is sourced from relevant awarding bodies
- Apply for special consideration to awarding bodies, as long as minimum requirements have been met.
- Offer candidate to sit examination at next available season.



## 10. Disruption in the distribution of examination papers

### Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

*The centre to communicate with awarding organisations to organise alternative delivery of papers. [JCP scenario 3]*

### Centre actions:

- E.O. or LSE to check all papers at time of delivery to that of academies entries and liaise with awarding bodies re any errors/anomalies
- E.O. or LSE to contact awarding bodies one week prior to examination if papers have not yet been received.
- E.O. or LSE to contact awarding bodies if advised via email that parcel/s has been delivered but has not been received at centre.
- Explore the possibilities of the papers to be securely downloaded by the centre and re-produced under awarding bodies regulations.
- Awarding bodies to fax examination papers to centre.

## 11. Disruption to the transportation of completed examination scripts

### Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

*The centre to communicate with relevant awarding organisations at the outset to resolve the issue. [JCP scenario 4]*

### Centre actions:

- Centre to Liaise with awarding bodies to seek advice re collection
- Store all completed examination scripts securely (as per JCQ guidelines) until collection

## 12. Assessment evidence is not available to be marked

### Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

*It is the responsibility of the head of centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers. [JCP scenario 6]*

### Centre actions:

- Head of Centre to communicate with relevant awarding body/ies of situation and subsequently students and parents/carers.
- Submit special consideration to awarding body, provided that minimum requirements have been made.
- Offer candidates to retake the assessment that has been affected in subsequent window if possible.





### 13. Centre unable to distribute results as normal

#### Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services or access special consideration online facilities.

*Centres to contact awarding organisations about alternative options. [JCP scenario 11]*

#### Centre actions:

- Use alternative site to distribute results to candidates (i.e. Council Hall/ junior school)
- Share facilities with local academy within the same Trust.
- Access results via a different source
- Liaise with awarding bodies to enable the centre to fax or post requests using the JCQ post results service form

**Causes 7-13** – all scenarios, criteria and specific communications have been taken directly from the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

## Further guidance to inform and implement contingency planning

### Ofqual

*Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### JCQ

*General regulations*

<http://www.jcq.org.uk/exams-office/general-regulations>

*Guidance on alternative site arrangements*

<http://www.jcq.org.uk/exams-office/forms>

*Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

*A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

### GOV.UK

*Emergencies and severe weather: schools and early years settings*

This policy is reviewed annually to ensure compliance with current regulation  
– last reviewed October 2024



<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

## Useful contact information

Name/Organisation	Email address	Telephone number
AQA	<a href="mailto:eos@aqa.org.uk">eos@aqa.org.uk</a> <a href="http://www.aqa.org.uk">www.aqa.org.uk</a>	0800 197 7162
Edexcel	<a href="mailto:examsofficers@pearson.com">examsofficers@pearson.com</a> <a href="http://www.edexcel.org.uk">www.edexcel.org.uk</a>	0844 463 2535
WJEC	<a href="http://www.wjec.org.uk">www.wjec.org.uk</a>	029 2026 5000
OCR	<a href="mailto:general.qualifications@ocr.org.uk">general.qualifications@ocr.org.uk</a> <a href="http://www.ocr.org.uk">www.ocr.org.uk</a>	+44 (0)1223 553998
NCFE	<a href="mailto:service@ncfe.org.uk">service@ncfe.org.uk</a> <a href="http://www.ncfe.org.uk">www.ncfe.org.uk</a>	0191 239 8000
BCS/ECDL		01793 417445
CIE	<a href="mailto:info@cie.org.uk">info@cie.org.uk</a>	01223 553554
EAL	<a href="mailto:Customer.care@eal.org.uk">Customer.care@eal.org.uk</a>	01923 6524000
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NCC Emergency School Closures		0344 800 8020