



## **Examination Contingency Plan**

Adopted by Governing Body: 01.05.19

Reviewed by Governing Body: 01.05.19

Next Review: 4 years

Statutory Document: No

## **1. Contingency planning**

As a school we are prepared for possible disruption to exams and other assessments and have a contingency plan in place. This plan is available to all staff via the school's website.

The following guidance has been considered in the creation of this plan:

- 'Emergency planning and response' from the Department for Education in England
- 'Opening and closing local-authority-maintained schools' from the Department for Education in England
- 'Exceptional closure days' from the Department of Education in Northern Ireland
- 'Checklist - exceptional closure of schools' from the Department of Education in Northern Ireland
- 'School closures' from NI Direct
- 'School closures – opening schools in extreme bad weather' from the Welsh government
- 'Procedures for handling bomb threats' from the National Counter Terrorism Security Office.

## **2. Disruption to assessments or exams**

In the absence of any instruction from the relevant awarding organisation, we make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises. In this event we would contact our neighbouring school to conduct the examination in this school.

If the exam or assessment cannot take place or a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control the school will discuss alternative arrangements with the awarding organisation.

## **3. Steps to take**

### **3.1 Exam planning**

As a school we will review contingency plans well in advance of each exam or assessment series. If the contingency plan is invoked, we will consider how we will comply with the awarding organisation's requirements.

### 3.2 In the event of disruption

1. We will contact the relevant awarding organisation and follow its instructions.
2. We will take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. We will identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, we will prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination we will refer to JCQ's 'Centre emergency evacuation procedure'.
6. We will communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
7. We will communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

### 3.3 After the exam

1. We will consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. We will advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. We will ensure that scripts are stored under secure conditions.
4. We will return scripts to awarding organisations in line with their instructions. We will never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

## **4. Steps the awarding organisation will take**

### 4.1 Exam planning

1. We will establish and maintain, and at all times comply with, this up-to-date, written contingency plan.
2. We will ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

## 4.2 In the event of disruption

1. We will take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
2. We will provide effective guidance to any of their centres delivering qualifications.
3. We will ensure that where an assessment must be completed under specified conditions, students will complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
4. We will promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
5. We will coordinate our communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

## 4.3 After the exam

We will consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

## **5. If any students miss an exam or are disadvantaged by the disruption**

If some of the students have been adversely affected by the disruption, we will ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also:

- JCQ's guidance on special considerations
- FAB's guidance on special considerations

## **6. Wider communications**

The regulators, Ofqual in England, Qualifications Wales in Wales and CCEA in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The Department for Education in England, the Department of Education in Northern Ireland and the Welsh Government will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the Universities and Colleges Admissions Service (UCAS) and the Central Applications Office (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

### **7. Widespread national disruption**

In the event of widespread sustained national disruption, the government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

### **Publishing and promoting this plan**

This plan is available to all stakeholders via the school's website.