



*At The Henry Beaufort School, there are no limitations to success.*

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# **Exam Contingency Plan**

# Exam Contingency Plan

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This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The Henry Beaufort School. The contingencies set out are to be implemented to alleviate the impact of disruptions to the exam process. At all times, the Head of Centre and Examinations Officer will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

This plan is supplementary to existing internal processes and has been created with reference to the Joint contingency plan for the examination system in England, Wales and Northern Ireland.

The overall aim in line with the joint contingency plan is to ensure that the interests of candidates are safeguarded while maintaining the integrity of the examination system and qualification standards. The priority when implementing contingencies will be to maintain three outcomes:

- delivering assessments to published timetables
  - delivering results to published timetables
  - complying with regulatory requirements in relation to assessment, marking and standards
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1. Disruption of teaching time – centres are closed for an extended period
  2. Examinations Officer extended absence at key points in the Examinations Cycle.
  3. SENCo extended absence at key points in the exam cycle.
  4. Disruption in the distribution of examination papers.
  5. Candidates unable to take examinations because of a crisis - centres remain Open.
  6. Centres are unable to open as normal during the examination period.
  7. Emergency evacuation candidates unable to re-enter venue for extended period
  8. Disruption to the transportation of completed examination scripts.
  9. Assessment evidence is not available to be marked.
  10. Disruption to the scanning process – where completed examination scripts are being scanned in preparation for on-screen marking.
  11. Markers unable to mark examination scripts according to marking schedules.
  12. Difficulty in meeting results schedule.
  13. Awarding organisations unable to issue results as planned.
  14. Awarding organisations unable to issue accurate results.
  15. Centres are unable to distribute results as normal.

#### 1. Disruption of teaching time – centres are closed for an extended period

If the school is closed or candidates are unable to attend for an extended period during normal teaching time the school will aim to prepare students, as usual, for examinations by either

- Facilitating teaching and learning by an alternative method or at an alternative location
- Providing “out of term” teaching and learning
- Entering candidates in the next available series

#### 2. Examinations Officer extended absence at key points in the Examinations Cycle.

- Previous Examinations Officer currently acting as Invigilator can be called upon to take over supported by admin staff.
- Examinations Officer of another school can be requested to provide assistance.
- The Head of Centre or SLT responsible for exams can nominate a “Deputy” to temporarily cover the role ( full written procedure held by SLT link for exams).

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

- Learning support team leader to identify any candidates not yet approved by Awarding Bodies and complete appropriate paperwork to enable Exams Officer to make Access Arrangements Online.
- Examinations Officer to provide additional support to communicate access arrangements internally.

#### 4. Disruption in the distribution of examination papers

The school will communicate with awarding organisations to organise alternative delivery of papers including electronic download via secure key materials or the faxing of copies.

#### 5. Candidates unable to take examinations because of a crisis - centres remain Open

- The school will communicate with relevant awarding organisation to make them aware of the issue.
- The school will then communicate solutions to parents/carers and candidates.

**6. Centres are unable to open as normal during the examination period**

- The school will inform the awarding organisation of any examinations affected.
- The school will endeavour to provide alternative accommodation and will seek prior agreement in principle with local schools.
- The school will communicate alternative arrangements to candidates and parents.

**7. Emergency evacuation - candidates unable to re-enter venue for extended period**

- Alternative onsite arrangements to be made where possible.
- Head of Centre to make decision regarding abandonment of exam if time elapsed makes continuation unsuitable for candidates or the security of the exam would be compromised.
- Exams officer to liaise with exam board and apply for Special Consideration if appropriate.

**8. Disruption to the transportation of completed examination scripts**

- The Exams Officer will ensure secure storage of completed examination papers until collection.
- The Exams Officer will contact Parcelforce "Yellow Label service" to resolve problem and separately contact awarding body to advise them of situation.

**9. Assessment evidence is not available to be marked**

- Damage in transit or at Awarding Body – Awarding Body to provide grade/mark based on other evidence specified by Awarding body.

**10. Disruption to the scanning process – where completed examination scripts are being scanned in preparation for on-screen marking**

- Awarding body to use alternative means to allow examiners to mark scripts

**11. Markers unable to mark examination scripts according to marking schedules**

- Awarding body to implement procedures to resolve issues and make results available on time

**12. Difficulty in meeting results schedule**

- Awarding body to advise the school of any delays and provide details of which results may be delayed and exactly when they will be available to the school

**13. Awarding organisations unable to issue results as planned**

- Awarding body to advise the school immediately of any problems with issuing results as planned and advise alternative method or time

**14. Awarding organisations unable to issue accurate results**

- Awarding body to advise school of which results are inaccurate, AB must advise school on what communication is to be made to candidates and also advise the school on when accurate results will be available

**15. Centres are unable to distribute results as normal**

- The school will arrange alternative distribution method including distribution at a local centre or school through shared facilities.
- The school will communicate alternative arrangements to candidates and parents.