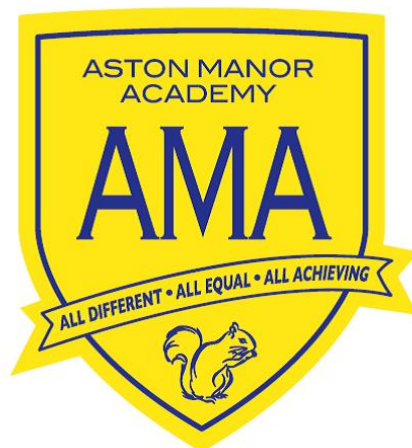


# ASTON MANOR ACADEMY



## EXAM CONTINGENCY POLICY

Review Date: **October 2019**  
To be Reviewed: **October 2020**  
Agreed: **Headteacher**  
Policy Lead: **Jill Sweeney/Gemma  
Waldron-Healy**

## **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 the Headteacher. 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 the Headteacher and Data and Exams Manager 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. LINKS WITH OTHER POLICIES**

This exam contingency plan is linked to the assessment policy.

## 6. CONTINGENCY PLAN

The table below sets out 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><b>Disruption of teaching time – centre is closed for an extended period</b></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>Sports hall can be used for examinations as this is located away from the main school building.</p> <p>Mount Zion Centre is next to the school with facilities for exams to take place</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>JSW/GWH/ ML</p> <p>SLT</p>

<p><b>Candidates unable to take examinations because of a crisis – centre remains open</b></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>GWH/ JSW/ ML/ SLT</p>
<p><b>Centre is unable to open as normal during the examination period</b></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 school sports hall or Mount Zion centre</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	<p>GWH/ JSW/ ML/ SLT</p>

<p><b>Disruption in the distribution of examination papers</b></p>	<p>In the event that there is disruption to the distribution of examination papers to centres in advance of examinations</p>	<p>Maintain register of received exam papers to ensure these incidents are picked up early</p> <p>Communicate with awarding organisations to organise alternative delivery of papers; for example, online</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier body postal service</p>	<p>GWH/ JSW/ ML</p>
<p><b>Disruption to the transportation of completed examination scripts</b></p>	<p>In the event that there is a delay in normal collection arrangements for completed examination scripts</p>	<p>Communicate with awarding organisations to organise alternative collection of papers; inform examing bodies of disruption</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p>	<p>GWH/ JSW/ ML</p>
<p><b>Assessment evidence is not available to be marked</b></p>	<p>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</p>	<p>Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers</p>	<p>GWH/ JSW/ ML</p>

<b>Centre is unable to distribute results as normal</b>	In the event that the centre is unable to access or manage the distribution of results to candidates	Contact awarding organisations about alternative options  Make arrangements to access results at an alternative site, sixth form centre, sports hall or mount zion centre.	GWH/ JSW/ ML/ SLT
<b>Absence of exams officers, teaching staff and or/invigilators</b>	In the event of staff absence needed to run the exams	Lead invigilator/exams officer would stand in for one another TA's are trained exams invigilators  SLT would stand in for any staff absent	GWH/ JSW/ ML / SLT
<b>Failure of IT systems</b>	In the event that school IT systems fail, and students are unable to use the IT equipment	Test equipment in advance IT support throughout examinations Backup systems in the event of an IT systems failure during an exam  Have a dedicated IT suite for exam use only  Link with Chilwell croft within our trust to use their computers if needed	GWH/ JSW/ ML / SLT
<b>Lack of appropriate exam rooms</b>	If rooms were not available for any reason due to damage	School sports hall would be available  Other classrooms would be made available and surrounding areas blocked off to maintain exam conditions  If needed one-year group would be asked to stay at home if classrooms were needed for exams	GWH/ JSW/ ML / SLT

<p><b>Emergency evacuation of the exam room or centre lock down</b></p>	<p>If pupils had to evacuate the exam room for a fire alarm or had to remain in room for a lock down</p>	<p>Notify exam board and JCQ as soon as possible</p> <p>Follow JCQ emergency evacuation procedure for examinations (See appendix 1)</p> <p>If a lock down, school will follow lock down procedures. Exam board will be contacted, students to take the exam at the next available opportunity</p> <p>School to inform parents/carers of events and procedures</p>	<p>GWH/ JSW/ ML / SLT</p>
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## **ASTON MANOR ACADEMY**

### **Emergency evacuation procedure for examinations**

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority. Direct the candidates to the 'Exams Evacuation Point' on the front car park (there will only be exam candidates at this evacuation point). Once the building is declared 'safe', exam candidates can immediately re-enter (under supervision) in the examination hall to continue.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body, along with attendance register, seating plan and invigilator records.
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- Signs will be displayed in the appropriate exam areas/routes and these procedures will be explained to candidates prior to the start of every examination.