

SHAW WOOD ACADEMY



EXAM CONTINGENCY PLAN

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Approved By Governors :	Signed By Chair:	Dated By Chair:

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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 Executive headteacher 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 schools exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by the governing body every year in the spring 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 examples of 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](#).

You should amend this table where appropriate and add any further examples that are specific to your school. Further examples may include:

- *Absence of exam officers, teaching staff and/or invigilators*
- *Lack of appropriately trained invigilators*
- *Failure of IT systems*
- *Lack of appropriate exam rooms*
- *Emergency evacuation of the exam room (or centre lock down)*

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – school is closed for an extended period	When the school 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>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>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</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>Candidates unable to take examinations because of a crisis – centre remains open</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>School is unable to open as normal during the examination period</p>	<p>In the event that the school is unable to open as normal for scheduled examinations, e.g. a fire at the school 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 in agreement with relevant awarding organisations</p> <p>Apply to awarding organisations for special consideration for candidates</p>	
<p>Disruption in the distribution of examination papers</p>	<p>In the event that there is disruption to the distribution of examination papers to centres in advance of examinations</p>	<p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g.</p>	

		electronically or alternative courier	
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	Communicate with awarding organisations to organise alternative delivery of papers Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	
Assessment evidence is not available to be marked	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 school destroys completed examination scripts	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	
School is unable to distribute results as normal	In the event that the school 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 Share facilities with other schools/colleges if possible	
