



Examination Contingency Plan

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

Disruption to Exams

Schools should prepare plans for any disruption to examinations as part of their general emergency planning. These plans have already been outlined in the separate policy of *Emergency Examination Policy* in **Section 1**.

If a Headteacher decides to close a school they will discuss alternative arrangements (such as the use for exams of other public buildings nearby) with the relevant awarding organisation. It is the Headteacher's responsibility to ensure that parents / carers are kept informed of any decisions.

The Hamble School shall notify parent / carers by issuing notifications on the school website and sending out text messages.

Contingency planning for exams administration is the responsibility of the Exams Officer, Headteacher, Leadership team and other staff with a vested interest.



Disruption in the distribution of examination papers

If there is a disruption to the distribution of examination papers to centres in advance of examinations the school will contact the awarding organisations who should be able to provide the school with electronic access to examination papers via a secure external network. The awarding organisations can also fax examination papers to the centre if electronic transfer is not possible.

If the school is unable to open as normal for examinations the Exams officer will inform each awarding organisation, with which examinations are due to be taken, as soon as is possible.

The responsibility for deciding whether it is safe for the school to open lies with the Headteacher. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the school is able to open.

If possible, the school will open for examinations and examination candidates only.

Alternatively the school may use other venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible).

The Headteacher/Leadership team are to advise the Exams officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable the Exams officer to submit the information to all the relevant awarding Bodies.

For certain candidates; the school may be able offer an opportunity to sit any examinations missed at the next available series.

The school may also apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

Candidates unable to take examinations because of a crisis - school remains open

If candidates are unable to attend school to take examinations as normal, the school will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.



Alternatively the school can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control.

If a candidate chooses not to sit an examination for other reasons they will be informed that special consideration rules will not apply.

JCQ guidance on special consideration can be accessed through the JCQ website:

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

Disruption to the transportation of completed examination papers

If there is a delay in normal collection arrangements for completed examination scripts the school will seek advice from awarding organisations and the normal collection agency (Parcelforce) regarding collection. The school will not make arrangements for transportation without approval from awarding organisations.

The school will ensure secure storage of completed examination papers until collection.

Assessment evidence is not available to be marked

If large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked, the awarding organisations are to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations. The candidates can then retake affected assessment at a subsequent assessment window.

School is unable to distribute results as normal

If the school is unable to access or manage the distribution of results to candidates, or to facilitate post results services they will make arrangements to access results at an alternative site. This alternative site will be communicated to all students and parents using the schools email / text system.

In the event of another location not being available the Exams Office will email all the results to the candidates but this method will be used as a last resort.



Specific Bad Weather Contingency Plan

Where a pupil misses an exam because of bad weather the school will discuss contingency plans with the relevant awarding organisations. The action to be taken will aim to safeguard the interests of candidates whilst also maintaining the integrity of the exams.

The Headteacher has recruited a group of volunteers (*from within school staff*) who have guaranteed that they will be able to attend school on bad weather days in order to operate timetabled examinations as per the timetable. Staff will be contacted by text when necessary.

The school is responsible for informing parents and pupils of the actions agreed, which may include the use of alternative venues (e.g. other public buildings nearby).

Absence of the Exams Officer

The Headteacher and Leadership team are to ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging students, if the need arises.

Manuals are produced to assist with the day to day running of the Exams Office and should be used in the absence of the Exams Officer. These manuals are backed up by information from The Exams Office who, in turn, are the key intermediary's for the awarding bodies and the JCQ.

National Incident

If there is a threat (or perceived threat) to the local or national areas that have been highlighted by the local authorities (Police / Fire), the school will seek and take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check with the school and check the school website for up to date statements. Students / parents will also be notified by text of any centre updates.

The national contingency day that has been set by JCQ for this purpose is Wednesday 26th June 2019.