



SEXEY'S  
SCHOOL

# Examination Contingency Plan

SEPTEMBER 2022

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SLT Lead	Ross Dalzell
Policy last reviewed by	Ross Dalzell
Policy Level	School

Signed:

**Helen Cullen**  
Headteacher

## **Contents**

1. Aims.....	3
2. Legislation and guidance .....	3
3. Responsibilities .....	3
4. Monitoring arrangements .....	4
5. Links with other policies .....	4
6. Contingency plan .....	5

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## **School Ethos and Values**

Our Christian values are at the heart of the ethos of the school and through these we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

## **Philosophy**

We believe that all children and young people have the right to protection from harm, neglect and abuse and that their wellbeing is of paramount importance. Sexey's School aims to ensure good relationships between all members of its community and that learning and personal development takes place in a climate of trust, safety and confidence. The school has a system of rewards, which aims to motivate and encourage students as well as helping to build individual self-confidence and self-esteem.

We treat all our students and Parent/Carers fairly and with consideration and expect them to have the same consideration. This policy applies to all members of the school's community. It is the responsibility of the whole school community to be vigilant in identifying, reporting and preventing bullying, harassment, victimisation and discrimination to make it clear that such behaviours will not be tolerated and are unacceptable.

Everyone has a responsibility for safeguarding and promoting the wellbeing of all students and all staff have a duty of care to ensure our students are protected from harm.

### **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, Mrs Helen Cullen. 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 Ross Dalzell 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 and the Exams 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](#).

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – centre is closed for an extended period	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	Seek advice from awarding organisations and JCQ  Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this  Have a contingency plan to facilitate alternative methods of learning, alternative venues or both  Prioritise candidates who will be facing examinations shortly  Advise candidates, where appropriate, to sit examinations in the next available series	Headteacher

<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>Centre is unable to open as normal during the examination period</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 in agreement with relevant awarding organisations</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</p>	<p>Headteacher</p>

		any examinations missed at the next available series, if possible	
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	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	Deputy Headteacher – Curriculum ad Standards Headteacher
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	Seek advice from awarding organisations and their normal collection agency regarding collection Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection	Exams Officer Deputy Headteacher
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 centre destroys completed examination scripts	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	Exams Officer Deputy Headteacher Headteacher

Centre is unable to distribute results as normal	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 Share facilities with other schools/colleges if possible	Exams officer Deputy Headteacher Headteacher
Absence of exam officer	In the event that the chief exams officer is sick and unable to run the exams in the centre	Contact the awarding organisations Deputy Exams officer assumes responsibility with an invigilator being seconded to check processes are being followed.	Deputy Exams officer Deputy Headteacher Headteacher
Emergency evacuation of the exam room (or centre lock down)	In the event that the school needs to activate lockdown procedure	Follow procedure detailed in schools Lockdown procedure	Headteacher SLT Exams Officer Invigilators
Failure of IT systems	In the event that schools IT systems do not allow students to login, shutdown, or threat of shutting during the exam.	Invigilators to inform exams officer or duty exams officer. Exams officer to contact IT manager for regular updates. Invigilators to note time and length of time of disruption. Students to be given allotted time once IT systems have been restored. If systems not restored, awarding bodies to be contacted for further	Exams officer IT manager and IT support Deputy Headteacher

		advice.	
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