Examination contingency policy

Dorset Studio School

Approved by:		**Date:**	**June 2023**
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1. Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams
- 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 Centers, which requires all exam centers to have a written examination contingency plan/examinations policy.

This plan also complies with our funding agreement and articles of association.

It's also based on:

- Ofqual's guidance on contingency planning
- JCQ's joint contingency plan

3. Responsibilities

3.1 Head of Center

The head of Center is Paul Green. They will ensure that a written examination contingency plan/examinations policy is in place and covers all aspects of examination administration.

3.2 Staff and invigilators

Staff and invigilators involved in the center's exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by the exams officer every year at the end of the summer term in readiness for the autumn term, next exam series. At every review, the policy will be shared with the governing board.

5. Links with other policies

This policy is linked to our:

- Assessment policy
- Exam policy
- JCQ joint contingency plan
- Ofqual guidance

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 the JCQ's joint contingency plan, and are consistent with Ofqual's current contingency planning guidance.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption of teaching time in the weeks before an exam – Center is closed for an extended period	When the Center 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, e.g. if the Center is forced to close due to increasing rates of COVID-19	> Seek advice from relevant awarding organisations and JCQ > Have a contingency plan to facilitate alternative methods of learning, alternative venues or both > Offer candidates an opportunity to sit any examinations missed at the next available series > Communicate any changes to your plans with parents and pupils	Exam Officer/Head of Center
Candidates unable to take examinations because of a crisis – Center remains open	In the event that candidates are unable to attend examination Center to take examinations as normal, e.g. sickness bug, or if they are self-isolating due to coronavirus	> Communicate with relevant awarding organisations at the outset to make them aware of the issue > Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations > Communicate any changes to your plans with parents and pupils > Offer candidates an opportunity to sit any examinations missed at the next available series > Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements	Exam Officer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Center is unable to open as normal during the examination period	In the event that the Center is unable to open as normal for scheduled examinations, e.g. a fire at the Center, or increasing rates of coronavirus forces it to close	> Inform relevant awarding organisations as soon as possible > Refer to emergency plans and/or health and safety policy, where appropriate > Head of Center will decide whether the Center is safe to open, based on advice or instructions from relevant local or national agencies > Use alternative venues, such as Kingston Maurward College, Dorchester DT2 8PY, in agreement with relevant awarding organisations > Communicate any changes to your plans with parents and pupils > Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements > Offer candidates an opportunity to sit any examinations missed at the next available series, if possible	Exam Officer/Head of Center
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to Centers in advance of examinations	> Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hardcopies > If the above isn't possible, you will receive electronic access to papers via a secured external network > You will need to have plans in place to ensure you can receive, make and store papers under secure conditions > As a last resort, your awarding organisation may consider rescheduling the examination	Exam Officer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	> If your examinations are part of the national 'yellow label service' or where your awarding organisation arranges collections, 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 > Ensure secure storage of completed examination papers until collection > If your Center makes its own transportation arrangements, investigate alternative arrangements that comply with the JCQ's instructions for conducting examinations	Exam Officer
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 Center destroys completed examination scripts	> Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers > Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement > Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series	Exam Officer/Head of Subject

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Center is unable to distribute results as normal or facilitate post results services	In the event that the Center is unable to access or manage the distribution of results to candidates, or to facilitate post results services	> Contact awarding organisations about alternative options > Make arrangements to access results at an alternative site > Share facilities with other schools/colleges if possible > Coordinate access to post results services from an alternative site > Contact the relevant awarding organisation if electronic post results requests are not possible	Exam Officer/Head of Center

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Absence of exam officer, senco, teaching staff and/or invigilators. Lack of appropriately trained invigilators	In the event that staff are not present to manage their duties at key points in the exam cycle e.g. sickness, or if they are self-isolating due to coronavirus	> Head of Center to have full knowledge of the exam process, with access to all systems and exam storage room. > Detailed procedures are held on all examination processes and timeframes expected by awarding bodies planned on the Academic Calendar > Joint SENCOs and Exam Officer recognise responsibility for Exam Access Arrangements, evidence of need collated, assessed and applied to awarding bodies well ahead of exam dates (at end of Year 9/beginning of Year 10) > Remote access available for Exams Officer to enable working from home > Ensure that exam timetables and arrangements are prepared in advance and communicated to Head of Center, SENCOs, Lead Invigilator, and Heads of Subject > Ensure Invigilator team availability, Lead Invigilator nomination, JCQ training and briefing is completed well in advance of exam series > Exam storage room is organised, items labelled and current JCQ instructions clear to all key holders > Ensure that JCQ instructions are sign posted to staff and update/training of support staff and invigilator team is completed before an exam series	Exam Officer/Head of Center

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Emergency evacuation of the exam room (or Center lock down)	In the event of an emergency e.g. fire or serious incident prompting a Center lock down	> Communicate this immediately to the relevant awarding organisation(s) for support and guidance, give assurance to candidates and their parents or carers that they would not be disadvantaged by the disruption. In the event of alarms sounding candidates would be escorted by invigilators to a safe area and supervised to ensure the security of the exam was maintained. > Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series	Exam Officer/Head of Center