

# Exams Contingency Plan

DATE ESTABLISHED: July 2023

Approved by Governors 10 July 2023

DATE FOR NEXT REVIEW: Autumn 2025  
(delegated to the Deputy Head i/c Exams for future approvals)

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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.

## **3 Responsibilities**

### **3.1 Exams Officer**

The Exams Officer is Rebecca Francis. She will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration. She has responsibility for the day-to-day organisation of exams, including communication with the Exams Boards and preparation of Special Consideration requests. She reports to the Deputy Head i/c exams.

### **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 Exams Officer 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 Exams Policy, the Disaster Management Policy and the NEA Policy

## 6 Contingency plan

| Scenario   | When to implement  | Actions  | Person(s) responsible                                       |
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| <p>Disruption of teaching time – centre is closed for an extended period</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>Have a contingency plan to facilitate alternative methods of learning (e.g. remote online learning).</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>Headteacher/ Deputy Head i/c exams and Exams Officer</p> |

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| <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>Deputy Head i/c exams/Exams Officer</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>Deputy Head i/c exams/Exams Officer</p> |

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|  |   | <p>Use alternative venues in agreement with relevant awarding organisations. There is a Surrenden Campus wide agreement (Dorothy Stringer School, Varndean School, Varndean College, Balfour Junior School) to support each other in providing space for examinations. The precise arrangements will be agreed on an exam-by-exam basis, dependent on the exams taking place in the other schools for that session.</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> |               |
| 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 | <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. electronically or alternative courier.</p>  | Exams Officer |

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| <p>Disruption to the transportation of completed examination scripts</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 discuss alternative delivery of papers if appropriate.</p> <p>Contact the dedicated exam helpline at Parcelforce to inform them of failed collection.</p> <p>Storage of papers securely overnight, for collection the next working day.</p> <p>For small number of scripts, it may be possible to go to a Parcelforce Worldwide 24 Post office and despatch over the counter – obtaining a signature and receipt on and attached to the despatch log. Always use the Yellow labels provided by the exam boards for despatching scripts, as they are tracked with barcodes.</p> | <p>Exams Officer</p> |
| <p>Assessment evidence/or exam scripts are not available to be marked</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>Complete necessary shortfall awarding body documentation</p>  | <p>Exams Officer</p> |

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|  |  | <p>where required for assessment (depending on subject).</p> <p>If before deadline date, when entering/completing NEA marks into required systems, indicate correct grade to reflect no assessment evidence (includes due to student not doing it, or incomplete).</p> |                                     |
| 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 | <p>Contact awarding organisations about alternative options.</p> <p>Make arrangements to access results at an alternative site.</p> <p>Share facilities with other schools/colleges if possible.</p>   | Exams Officer                       |
| Absence of Deputy Head i/c exams or Exams Officer              | As soon as possible once duration of absence and impact on exams/assessment is known                 | Oversight of exams to be delegated.  | Deputy Head i/c exams/Exams Officer |
| Absence of other staff (exams administrator, lead invigilator) | As soon as possible once duration of absence and impact on exams/assessment is known                 | Alternative staffing to be put in place by the Exams Officer.  | Exams Officer                       |

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| <p>Failure of IT Systems</p> |  | <p>In case of network failure:</p> <ul style="list-style-type: none"> <li>- 30 laptops have been provisioned to allow standalone working for students using word processing facilities.</li> <li>- For Listening exams, a standalone PC will be used and connected directly to the sound system.</li> </ul> <p>For any other issues, contact IT staff for them to look into the failure, and rectify or put other IT provision in place (temporarily if necessary) as soon as possible.</p> <p>If necessary:</p> <ul style="list-style-type: none"> <li>- seek advice from awarding organisations and JCQ</li> <li>- Communicate with parents, carers and candidates regarding solutions to the issue if appropriate.</li> <li>- Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.</li> </ul> <p>During formal exams, make sure students are regularly reminded that</p> | <p>Exams Officer</p> |
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|                            |  | when they use a word processor, to save work on the USB provided.  |               |
| Cyber Attack (at any time) |  | <p>All exam entries should be made well in advance of the deadline.</p> <p>A paper copy of all entries made will be stored by the Exams Office.</p> <p>IT Team/ All Staff to follow Cyber Security best practices provided in : <a href="#">Guidance for Centres on Cyber Security 2023 document</a></p> <p>IT Team will run regular backups of all servers and their contents, backups are tested and monitored.</p> <p>Where it is identified that a cyber attack may compromise any aspect of the delivery of examinations/ results the Exams Officer will work with the IT Team and make contact with the relevant Awarding Body to seek further guidance.</p> <p>Senior Leaders will monitor the situation and take any action required by the Awarding Bodies.</p> <p>The school will contact the National Cyber Security Centre (NCSC), the</p> | Exams Officer |

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|  |  | local law enforcement, Action Fraud and Inform the DfE by emailing: <a href="mailto:securityenquiries@education.gov.uk">securityenquiries@education.gov.uk</a> |  |
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