



EXAM CONTINGENCY PLAN

Aims of the Contingency Plan

The Examination Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system at Friesland School affecting candidates across several awarding organisations.

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions. This Examination Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. This also applies to all other qualifications at Friesland School.

The Plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, e.g. the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The priority when implementing contingencies will be to maintain three principles:

- Delivering assessments to published timetables.
- Delivering results to published timetables.
- Complying with regulatory requirements in relation to assessment, marking and standards.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer, Headteacher, Senior 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 examinations papers via a secure external network. The awarding organisations can also fax examinations papers to the centre if electronic transfer is not possible.

The Examinations Officer will ensure that copies are received, made and stored under secure conditions.

Alternatively the awarding organisations will source alternative couriers for delivery of hardcopies of examination papers to the School.

School is unable to open as normal during the examination period

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 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 the School has been unable to open for examinations due to a national or local disruption the examinations will take place on the 'Contingency Day' which is set annually by the Awarding Bodies. It is the responsibility of the Headteacher to ensure candidates are notified of this date when issued with their examination timetables.

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 centre or use other public buildings if possible). Friesland School shall notify parents/carers of any venue changes by issuing notifications on the school's website and sending out emails/text messages.

The Headteacher is 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.

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

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.

Disruption to the transportation of completed examination papers

If there is a delay in normal collection arrangements for completed examinations scripts the School will seek advice from awarding organisation and the normal collection agency (Parcelforce) regarding collection. The School will ensure secure storage of completed examination papers until collection. If necessary, the Exams Officer will take completed examination scripts to the nearest Parcelforce depot for dispatch.

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.

School is unable to distribute the 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.

Specific Bad Weather Contingency Plan

Where a student 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 and Exams Officer make every effort to attend School on bad weather days in order to try and operate examinations as per the timetable. The School is responsible for informing parents and pupils of the actions agreed, which may include the use of alternative venues.

Absence of the Exams Officer

The Headteacher and Senior Leadership team are to ensure that trained staff are available to keep the exams office running and ensure examinations take place as timetabled if the need arises.

National Incident

The School will take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check the School’s website for up to date statements.

Summary of School responsibilities in the event of disruption to examinations

- Preparing plans for any disruption to exams as part of centres’ general emergency planning.
- Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations.
- Ensuring, where relevant, that assessment materials and candidates work are stored under secure conditions.
- Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open.
- Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations
- Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers

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Head of Centre

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Date