



Exam Contingency Plan

November 2023 - 2024

Approved by Local Governing Body

Chair of Governors: John Garner

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Key staff involved in contingency planning

Role	Name(s)
Head of Centre	Gareth Davies
Exams Officer line manager (Senior Leader)	Greg Hankin
Exams Officer	Patricia Brittain
SENCo	Louise Ware

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at the centre. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the Joint Contingency Plan in the event of widespread disruption to the examination system.

Causes of potential disruption to the exam process

Head of Centre and member of the Senior Leadership Team (SLT) in charge of exams extended absence at key points in the exam process (cycle)

In the event of the absence of the head of centre or the member of senior leadership team with oversight of examinations the responsibility of examinations will be escalated to the senior deputy headteacher

Exams Officer (EO) extended absence at key points in the exam process (cycle)

The data manager will complete the duties of the EO. The senior leader in charge of exams will oversee the data manager in their capacity as interim EO.

SENCo extended absence at key points in the exam cycle

The school's senior deputy headteacher and deputy SENCo will undertake the exam duties if the SENCo is absent for an extended period of time during the exam cycle. The senior leader in charge of exams will support the two mentioned members of staff in their capacity as interim SENCo with all matters relating to access arrangements.

Teaching staff extended absence at key points in the exam cycle

- The EO will liaise with the curriculum leader of the absent member of staff's department for the relevant information for entry information to avoid late fees being applied
- Curriculum leaders will ensure assessment tasks are set as scheduled and internal assessment marks are submitted to examining boards by deadlines
- All subjects to keep centralised marksheets so curriculum leaders can inform students of centre assessed marks if the member of staff is absent. The senior leader in charge of exams to check all marksheets.

Invigilators - lack of appropriately trained invigilators or invigilator absence

- The EO will ensure the recruitment and training of sufficient invigilators takes place before the start of any exam season
- The EO will request available members of staff to invigilate to ensure the correct number of invigilators are present for the number of students sitting an exam should an unpreventable shortage occur at short notice.

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

- The EO will liaise with SLT to ensure sufficient rooms are booked for each exam session before the start of any season
- The school has an agreement with a local church hall (St Paul's Parish Church) which can be used in the event of the school's exam venues being unavailable. The key holder of the church hall will be contacted as soon as possible and arrangements made to set up the alternative venue and accompany students to the church hall. Wands will be taken to ensure all checks take place.

Failure of IT systems

- The entries for any exam season will be made well before the final entry deadline to allow any issues arising to be resolved
- The EO will liaise with the school's IT support department in order to fix any problems arising
- The EO will contact the exams board in the event of an MIS system failure at results release time and follow advice given to obtain student results.

Cyberattacks

- The EO will inform all awarding bodies in the event of a cyberattack
- The EO will work from Vyners School and/or home
- The IT team will liaise with RM to resolve all issues and the EO will keep all awarding bodies up to date of the situation.

Emergency evacuation of the exam room (or centre lockdown)

- Invigilators will follow the evacuation procedure (a copy of which is in each exam room. See Appendix 1) with the assistance of the EO and SLT to ensure students are evacuated safely and remain under exam conditions until the exam can proceed
- If the exam cannot continue, the EO will contact the relevant exam board and seek advice
- In the event of a partial lockdown the exam will continue and the EO will inform the awarding bodies
- In the event of a full lockdown students will get underneath their examination table. Invigilators turn off the lights and block the four entrances to the examination hall.

Disruption of teaching time in the weeks before an exam – centre closed for an extended period

- The school will communicate with parents, guardians and students about the potential for disruption to teaching time and plans to address this
- The EO will follow the procedures put in place by SLT and will ensure staff are aware of any key tasks which need to be completed in this period for exams.

Candidates unable to take examinations because of a crisis – centre remains open

The school will communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre will communicate with parents, guardians and candidates regarding solutions to the issue.

Disruption in the distribution of examination papers

The school will liaise with awarding organisations to gain electronic access to examination papers via a secure external network. The school will ensure that copies are received, made and stored under secure conditions.

Disruption to the transportation of completed examination scripts

The school will communicate with awarding organisations to organise alternative delivery of papers.

Assessment evidence is not available to be marked

- The EO will communicate this immediately to the relevant awarding organisation(s) and SLT will inform students and their parents or guardians
- Curriculum Leaders (CL) will keep electronic copies of NEA and coursework where possible

- CLs will keep electronic marksheets of students' progress.

Centre unable to distribute results as normal

- The EO will contact awarding organisations regarding alternative options
- The EO will be able to work from Vyners School to distribute certificates.

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Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to [this](#) document.

The invigilator **must** take the following action in an emergency such as a fire alarm or lockdown.

- Stop the candidates from writing.
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates must leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- Make a full report of the incident and of the action taken, and send it to the relevant awarding body.