



SOUTH MOLTON
COMMUNITY COLLEGE
— supporting success —

Examination contingency plan

Approved by: Full Governing Body

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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

The processes/actions/procedures outlined are designed to mitigate the impact of any disruption.

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 policy allows members of the senior leadership team to act immediately in the event of an emergency or staff absence.

3. Responsibilities

3.1 Head of centre

The head of centre is The Principal and they 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 The Principal in conjunction with 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 examinations policy and the assessment policy

6. Possible causes of disruption to the examination process

1. Exam officer extended absence at key points in the exam process (cycle)	
Criteria for implementation of the plan Key tasks required in the management and administration of the exam cycle are not undertaken, these may included:	
Planning:	<ul style="list-style-type: none"> • annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered • annual exams plan not produced identifying essential key tasks, key dates and deadlines • sufficient invigilators not recruited and trained
Entries:	<ul style="list-style-type: none"> • awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff • candidates not being entered with awarding bodies for external exams/assessment • awarding body entry deadlines missed or late or other penalty fees being incurred
Pre-exams:	<ul style="list-style-type: none"> • exam timetabling, rooming allocation; and invigilation schedules not prepared • candidates not briefed on exam timetables and awarding body information for candidates • exam/assessment materials and candidates' work not stored under required secure conditions • internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
Exam time:	<ul style="list-style-type: none"> • exams/assessments not taken under the conditions prescribed by awarding bodies • required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration • candidates' scripts not dispatched as required to awarding bodies
Results and post-results:	<ul style="list-style-type: none"> • access to examination results affecting the distribution of results to candidates • the facilitation of the post-results services
Our actions:	<ul style="list-style-type: none"> • <i>SLT (Academic) to appoint a suitable Deputy Examinations Officer as rapidly as possible who will follow procedures and practices within the Examinations Officer remit.</i> • <i>Exams Officer to ensure essential information is available to SLT (Academic), prior to and during any absence</i> • <i>Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times</i>

2. SENDCo extended absence at key points in the exam cycle	
Criteria for implementation of the plan Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:	
Planning:	<ul style="list-style-type: none"> • candidates not tested/assessed to identify potential access arrangement requirements • evidence of need and evidence to support normal way of working not collated
Pre-exams:	<ul style="list-style-type: none"> • approval for access arrangements not applied for to the awarding body • modified paper requirements not identified in a timely manner to enable ordering to meet external deadline • staff providing support to access arrangement candidates not allocated and trained
Exam time:	<ul style="list-style-type: none"> • access arrangement candidate support not arranged for exam rooms
Our actions:	<ul style="list-style-type: none"> • <i>SLT (Academic) to appoint a suitable Deputy SENDCo as rapidly as possible, who will follow procedures and practices within the SENDCo remit.</i> • <i>Exams Officer to ensure essential information is available to SLT (Academic)</i> • <i>Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times</i>

3. Heads of Department extended absence at key points in the exam cycle	
Criteria for implementation of the plan Key tasks not undertaken including:	
	<ul style="list-style-type: none"> • early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received • final entry information not provided to the exams officer on time; resulting in: • candidates not being entered for exams/assessments or being entered late • late or other penalty fees being charged by awarding bodies • internal assessment marks and candidates' work not provided to meet submission deadlines Centre actions:
Our actions:	<ul style="list-style-type: none"> • <i>SLT (Academic) to ensure departmental continuity by requesting an alternative member of the takes responsibility for the actions above.</i>

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

Key tasks not undertaken including

Pre-exams:	<ul style="list-style-type: none"> • Failure to recruit and train sufficient invigilators to conduct exams • Invigilator shortage on peak exam days
Exam time:	<ul style="list-style-type: none"> • Invigilator absence on the day of an exam
Centre actions:	<ul style="list-style-type: none"> • <i>Examinations Officer to maintain a short list of suitable candidates.</i> • <i>Examinations Officer to ensure that capacity is never exceeded on any one day.</i> • <i>SLT (Academic)/Examinations Officer to review training procedures regularly and put in place additional training as required.</i> • <i>Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1)</i> • <i>Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)</i> • <i>Examinations Officer to ensure a Incident Log is in place (Appendix 3)</i>

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice (Covers Evacuation and Invacuation)

Criteria for implementation of the plan

Key tasks not undertaken including

Pre-exams:	<ul style="list-style-type: none"> • Pre-planning at all stages is essential. • Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning • Insufficient rooms available on peak exam days
Exam time:	<ul style="list-style-type: none"> • Main exam venues unavailable due to an unexpected incident at exam time
Centre actions:	<ul style="list-style-type: none"> • <i>SLT (Academic) and Examinations Officer to continually review all stages of the process.</i> • <i>Old Sports Hall to be first option as alternative venue for emergency accommodation.</i> • <i>Emergency Evacuation plan should be in place (Appendix 2)</i>

6. Failure of IT systems	
Criteria for implementation of the plan Key tasks not undertaken including	
Pre-exams:	<ul style="list-style-type: none"> • MIS system failure at final entry deadline • MIS system failure during exams preparation
Post exam time:	<ul style="list-style-type: none"> • MIS system failure at results release time
Centre actions:	<ul style="list-style-type: none"> • <i>SLT (Academic) and examinations to contact in-house IT department.</i> • <i>Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.</i>

7. Disruption of teaching time – centre closed for an extended period	
Criteria for implementation of the plan Key tasks not undertaken including	
Pre-exams:	<ul style="list-style-type: none"> • Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning
Centre actions:	<ul style="list-style-type: none"> • <i>SMCC to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.</i> • <i>As the campus is quite disperse – alternative venues to prioritised for students with imminent exams.</i> • <i>Examinations Officer to advise the Examination Boards as appropriate.</i> • <i>In extreme circumstances advise candidates they may need to sit exams in the next available series.</i>

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

Criteria for implementation of the plan

Key tasks not undertaken including

Exam time:	<ul style="list-style-type: none">• Candidates are unable to attend the examination centre to take examinations as normal
Centre actions:	<ul style="list-style-type: none">• <i>The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.</i>• <i>Centre to liaise with Exam Boards to sit exams at a different venue in extremis.</i>• <i>Should a significant number of candidates need to be isolated due to sickness, use the Old Sports Hall and request medical assistance.</i>• <i>Apply for Special Consideration for those affected to the appropriate Exam Boards.</i>

9. Disruption in the distribution of examination papers

Criteria for implementation of the plan

Key tasks not undertaken including

Exam time:	<ul style="list-style-type: none">• Disruption to the distribution of examination papers to the centre in advance of examinations
Centre actions:	<ul style="list-style-type: none">• <i>The centre to communicate with awarding organisations to organise alternative delivery of papers.</i>• <i>Arrange with Exam Boards for alternative means of receiving papers either electronically or alternative courier.</i>• <i>Examinations Officer to ensure papers are kept securely until needed.</i>

10. Disruption to the transportation of completed examination scripts	
Criteria for implementation of the plan Key tasks not undertaken including	
Exam time:	<ul style="list-style-type: none"> • Delay in normal collection arrangements for completed examination scripts
Centre actions:	<ul style="list-style-type: none"> • <i>The centre to communicate with relevant Exam Boards at the outset to resolve the issue.</i> • <i>Alternative transport should only be used with the agreement of the relevant Exam Boards.</i> • <i>Scripts must be stored securely until such time transport is confirmed.</i>

11. Assessment evidence is not available to be marked	
Criteria for implementation of the plan Key tasks not undertaken including	
Exam time:	<ul style="list-style-type: none"> • Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
Centre actions:	<ul style="list-style-type: none"> • <i>It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.</i> • <i>The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.</i> • <i>It may be necessary for the candidates to retake the assessment at the next available opportunity.</i>

12. Centre unable to distribute results as normal

Criteria for implementation of the plan

Key tasks not undertaken including

Post exam time:

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.

Appendix 1 Exam Day Contingency Plan

	Exam item	Location	Responsibility
1	Keys to Secure Storage for exam papers and exam stationery	Caretaker holds spare keys Spare key in key safe (code from exam officer)	Business manager, SLT (Academic)
2	Exams Office	Caretaker holds spare keys Spare key in key safe (code from exam officer)	Business manager, SLT (Academic)
3	Centre Timetable	Timetable widely published	All staff
4	Seating plans	Exams office (2 above)	Business manager, SLT (Academic)
5	Exam cards / setting out of exam rooms / notices etc.	Exams office (2 above)	Business manager, SLT (Academic)
6	Invigilators	Exams office (2 above)	Business manager, SLT (Academic)
7	Access Arrangements (incl. Cover sheets)	Exams office (2 above)	Business manager, SLT (Academic)
8	Script envelopes / Examiner address labels	Exams office (2 above)	Business manager, SLT (Academic)
9	Exam clashes Resolution paperwork	Exams office (2 above)	Business manager, SLT (Academic)
10	Collection of scripts Collation of scripts	Invigilators	Invigilators
11	Completion of proof of posting form / posting scripts	Exams office (2 above)	Business manager, SLT (Academic)
	Awarding Bodies tel no: WJEC AQA OCR Pearson CIE	02920 265 000 0800 197 7162 01223 553 998 08444 632 535 01223 553 554	

Appendix 2

Procedures for Severe Disruption/Evacuation/Invacuation during External Examinations

Possible Causes

- Unreasonable noise disruption
- Fire/Bomb/Flood Alert during an Examination

1. Unreasonable noise disruption

In the event of a severe disruption in an externally set examination, invigilators are advised to stop the examination, tell the candidates to close their answer books, make a note of the time and summon help from Exams Officer/SLT (Academic) /Business Manager to sort out the problem.

Exam room conditions must be maintained.

When the disruption has been resolved the candidates can resume their examination and the time taken to resolve the issue added on at the end of the examinations. The candidates must be supervised at all times and thus the break in the examination can be regarded as 'a supervised rest break'.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. The Exams Officer to make Examining Bodies aware of the disruption if necessary.

2. Fire/Bomb/Flood Alert during an Examination

In the event of a fire alarm or bomb alert sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.

The invigilator should summon assistance, if there is time and it is appropriate, via the Exams officer who will confirm if immediate evacuation is necessary.

In consultation with SLT (Academic) /Business Manager a decision will be made as to whether a full evacuation is necessary.

If the emergency is over quickly, the candidates should resume the examination. A careful note of the time of resumption must be noted and the full time allocated for the examination given to complete the examination, ignoring the interruption.

An incident log (Appendix 3) must be completed with the times of the disruptions noted and a special consideration form will be filled in so as not to disadvantage the candidates.

Procedure for Emergency Evacuation from an Examination

If it is necessary to evacuate the building, the lead invigilator should then stop the examination taking a note of the time and evacuate the building by row and in silence. The candidates must leave all examination papers, scripts and writing equipment behind, and in accordance with the school emergency evacuation procedures. The candidates should remain supervised and in silence throughout the emergency. Several other members of staff will be needed to help police this.

In the event of an emergency requiring candidates to evacuate buildings during an examination the following areas should be used but the candidates must be kept at a distance and in silence from the main body of pupils who will be mustering at the same emergency evacuation points:

Old tennis courts, tarmac area separate from the rest of school

At all times invigilators must act in accordance with section 16 of the 'Instructions for conducting examination'

booklet. They should also summon assistance immediately an emergency arises. Silence should be maintained during the time the candidates are outside the examination room.

Section 16 of 'Instructions for conducting examination' booklet states:

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

- Stop the candidates from writing.
- Collect the attendance register and 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 should 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.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and the action taken (Appendix 3), and send to the relevant awarding body

Appendix 3

Exam Room Incident Log			
This incident log is for the exams officer or invigilator(s) to use to record any irregularities* that may happen in the exam room at the point of occurrence.			
<i>All irregularities must be recorded.</i>			
<i>An exam room incident log should be used to record any irregularities. [JCQ ICE 13]</i>			
Exam date/session:	Exam room:	Exam(s):	
<i>In order to avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff must check the time, date and any other paper details before a packet is opened. [JCQ ICE 1, 11]</i>			
Prior to opening the above exam paper packets provided by the exams officer, I confirm that I have checked against the timetable that the date, session and paper details are correct. Signature of member of centre staff to confirm the above statement:			<i>Sign:</i>
Time	Incident Description		Recorded by

After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to awarding bodies. The incident log will be affixed to the seating plan, copy of the attendance register(s) and exam room checklist for this exam room session.

**Irregularities are unplanned incidents that could impact on the security of the examination, breach the rules and regulations or affect the conditions that enable candidates to achieve their potential. Examples include: candidate late/very late arrival; suspected malpractice (candidate, centre staff); emergency evacuation; candidate illness/distress; disturbance inside/outside the exam room; unauthorised persons entering the exam room etc.*