

# ISP School Examination Contingency Policy

## ISP SCHOOL



**Approved by:** Local Governing Body

**Date:** September 2020

**Last reviewed on:** 16<sup>th</sup> September 2020

**Next review due by:** 16<sup>th</sup> September 2022



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## 1. Aims

The aims of this plan are:

- To consider 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.

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

## 3. Responsibilities

### 3.1 Head of centre

The head of centre is Mrs Carole Cox, Head teacher. She 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 Mrs Franca Baker – Examinations Officer, for ISP School 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 assessment policy and linked to the School's statement of curriculum offer.

## 6. Contingency plan

The table below sets out examples of scenarios where a contingency plan may be needed within ISP School to minimise risk to examination administration. These are based on a [detailed Ofqual joint contingency plan](#) published in 2015, and are consistent with [Ofqual's current contingency planning guidance](#).

| Scenario  | When to implement  | Actions   | Person(s) responsible       |
|---|--|---|-----------------------------|
| Disruption of teaching time – centre is closed for an extended period | 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>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, alternative venues or both</p> <p>Give priority to candidates who will be facing examinations shortly</p> <p>Advise candidates, where appropriate, to sit examinations in the next available series</p> | Mrs C Cox - Headteacher     |
| Lack of sufficient exam rooms   | When a pupil requires a special dispensation to sit the paper away from the main cohort of examinees due to medical diagnosis/ special arrangement in connection with their diagnosis- e.g sensory ASD | <p>Seek advice from awarding organisations and JCQ</p> <p>Use alternative venues in agreement with relevant awarding organisations</p>  | Mrs F Baker – Exams Officer |

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| <p>Candidates unable to take examinations because of a crisis – centre remains open e.g.</p> | <p>In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug/ failure of heating systems, problems with toilets and water supply to the school, candidate misses an exam due to a failure of transport outside the control of the candidate</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>Mrs F Baker – 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, local transport issue, eg inclement weather</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>Use alternative venues in agreement with relevant awarding organisations</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</p>   | <p>Decision on centre closure/ evacuation/ lockdown will be taken by Mrs C Cox - Headteacher or an Operational Manager and communicated to Examinations Officer for onward communication</p> |

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|   |   | series, if possible  |   |
| 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   | Communicate with awarding organisations to organise alternative delivery of papers<br>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier | Mrs F Baker – Exams officer will liaise directly with relevant exam board   |
| Disruption to the transportation of completed examination scripts   | In the event that there is a delay in normal collection arrangements for completed examination scripts  | Communicate with awarding organisations to organise alternative delivery of papers<br>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier | Mrs F Baker – Exams 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 centre destroys completed examination scripts                | Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers  | Exams Officer F Baker at the direction of The Head of Centre<br>Mrs C Cox – Headteacher and Mrs F Baker – Exams Officer |
| A failure in ICT systems to allow for the relevant communication with the examinations board on the day of the examination or for specified candidates to use assistive technology in recording their scripts | When assistive technology is unavailable on the day, or for relevant communication about candidates needs and dispensations prior to the examination date, or in the event of a notifiable event on the day of the exam | Communicate via alternative means ( telephone call) with the examining board and await advice  | Mrs F Baker – examinations officer  |

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| <p>Disruptive behaviour by one or more candidates or their representatives or other pupils in the school disrupting the delivery of the exam at the given time</p> | <p>In the event of significant disruptive behavior by a candidate, or their representative or other pupils within the school necessitating a School lock down or evacuation of the exams room for a given or extended period- to be determined</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>Disqualify candidate from completing the exam and inform the awarding body of this intention with a written statement countersigned by any witnesses to the incident</p> <p>Inform the appropriate adult in relation to the disruptive exam candidate immediately of your intention to disqualify and issue a statement of candidates rights of appeal having consulted with the relevant awarding organisation</p> <p>In the event of significant disruption and the resumption or not of the exam give consideration as to whether special consideration for all other candidates needs to be applied for</p> | <p>Mrs C Cox - Headteacher and Exams officer to agree who will undertake each response</p> |
| <p>Absence of the required number of invigilators or insufficient number of amenuensis for the exam candidates</p>   | <p>In the event of there being insufficient readers or scribes available on the day to support candidates who qualify under special access arrangements</p>  | <p>Contact the examinations awarding body for specific advice</p>   | <p>Mrs F Baker – examinations officer</p>  |

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| <p>Evidence of malpractice in administration of the exam, in pre assessment or preparation for the exam</p> | <p>Where the head of Centre raises concerns through internal moderation or whistleblowing of any potential for a candidate has gained an unfair advantage reported by any adult/ pupil</p> | <p>The examinations awarding body and JCQ will be contacted and advice sought</p>   | <p>Mrs C Cox - Headteacher</p>            |
| <p>Centre is unable to distribute results as normal</p>   | <p>In the event that the centre is unable to access or manage the distribution of results to candidates</p>  | <p>Contact awarding organisations about alternative options<br/>           Make arrangements to access results at an alternative site<br/>           Share facilities with other schools/colleges if possible</p> | <p>Mrs F Baker – examinations officer</p> |