



# **The Chalfonts Community College**

# **Exam Contingency Policy**

## **2024-2025**

Approved by:	QFL Committee	Date: 12 November 2024
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Last reviewed on:	September 2024
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Next review due by:	September 2025
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## 1. Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams
- Mitigate the impact of disruptions by providing actions or procedures to follow
- The written examination contingency plan will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle

## 2. Legislation and guidance

This plan complies with the [General Regulations - JCQ Joint Council for Qualifications](#) , which requires all exam centres to have a written examination contingency plan/examinations policy.

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

It's also based on:

- Ofqual's guidance on contingency planning <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>
- JCQ's joint contingency plan <https://www.jcq.org.uk/wp-content/uploads/2022/08/4-5-1-Joint-Contingency-Plan-April-2019.pdf>

## 3. Responsibilities

### 3.1 Head of centre

The head of centre is Mrs Caroline Whitehead, The Principal. They will ensure that a written examination contingency plan/examinations policy is in place and covers all aspects of examination administration.

### 3.2 Staff and invigilators

- A member of the senior leadership team (Amanda Irvine) is in place who will provide effective support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained through an examination series
- Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan. The examinations officer has sufficient time to perform their role and familiarise herself with relevant awarding body and JCQ documentation

- A teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination

#### **4. Monitoring arrangements**

This policy will be reviewed by the responsible Assistant Principal every year in the autumn term, or before each exam series. At every review, the policy will be shared with the governing board.

#### **5. Links with other policies**

This policy is linked to our:

- Malpractice Policy
- NEA Policy

#### **6. Contingency plan**

Communication of any changes would be sent to all students' parents by email and any changes would be placed on the exam board. It would also put on Show My Homework on the Year 11 page.

The table below sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on the JCQ's joint contingency plan [Notice to Centres - exam contingency plan - JCQ Joint Council for Qualifications](#), and are consistent with Ofqual's current contingency planning guidance <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

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	<ul style="list-style-type: none"> <li>• Seek advice from awarding organisations and JCQ.</li> <li>• Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this via Arbor parent portal &amp; email</li> <li>• Facilitate alternative methods of learning which is the utilization of Google classroom and Show my Homework</li> <li>• Consider planning after school/school holiday interventions to address significant loss especially for practical subjects when centre re-opens if possible.</li> <li>• Advise candidates, to sit examinations in the next available series, only if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer</li> <li>• Exams Officer &amp; Office Manager SLT</li> <li>• Subject Leader</li> <li>• Subject Leader</li> <li>• Exams Officer</li> </ul>
Candidates unable to take examinations because of a crisis – centre remains open	In the event that candidates are unable to attend examination centre to take examinations as normal e.g., sickness bug/virus outbreak, public health England guidelines	<ul style="list-style-type: none"> <li>• Communicate with relevant awarding organisations at the outset to make them aware of the issue.</li> <li>• Communicate with parents, carers and students via Arbor parent portal &amp; email</li> <li>• Offer candidates an opportunity to sit any examinations missed at the next available series, only if applicable,</li> <li>• Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer /SLT</li> <li>• Exams Officer/SLT</li> <li>• Exams Officer</li> <li>• Exams Officer</li> </ul>
Centre is unable to open as normal during the examination period	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	<ul style="list-style-type: none"> <li>• Inform relevant awarding organisations as soon as possible.</li> <li>• Refer to health and safety policy, consult LEA or national agencies where appropriate.</li> <li>• Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer</li> <li>• SLT &amp; Site Manager</li> <li>• Principal</li> </ul>

Scenario	When to implement	Actions	Person(s) responsible
		<ul style="list-style-type: none"> <li>• Open for examinations and examination candidates only, if possible</li> <li>• If it is determined that the school site cannot be opened, the Head of Centre must alternative reserve venue in agreement with relevant awarding organisations Communicate with parents, carers and candidates via Arbor.</li> <li>• Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</li> <li>• Offer candidates an opportunity to sit any examinations missed at the next available series, or on contingency days allocated by the exam board at their direction</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Exams officer/Office Manager</li> <li>• Exams officer</li> <li>• Exams officer</li> </ul>
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	<ul style="list-style-type: none"> <li>• Communicate with awarding organisations to organize alternative delivery of papers.</li> <li>• Arrange with exam boards for alternative means of receiving papers, e.g., electronically or alternative courier</li> <li>• Ensure that all copies are received and stored securely</li> <li>• As a last resort, work with awarding organisations to set an alternative date for the examination.</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer</li> <li>• Exams Officer</li> <li>• Exams Officer</li> </ul>
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> <li>• Seek advice from awarding organisations and their normal collection agency regarding collection</li> <li>• Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer</li> <li>• Exams Officer</li> </ul>

Scenario	When to implement	Actions	Person(s) responsible
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	<ul style="list-style-type: none"> <li>• Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers.</li> <li>• Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement</li> <li>• Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer/SLT</li> <li>• Exams Officer</li> </ul>
Centre is unable to distribute results/post results services as normal	In the event that the centre is unable to access or manage the distribution of results to candidates	<ul style="list-style-type: none"> <li>• Exams office staff to access results remotely and organize reserve venue for students to collect results/post results.</li> <li>• Make arrangements to access results at an alternative site</li> <li>• Share facilities with other schools/colleges if possible</li> <li>• Offer post results support via telephone, email and video meetings.</li> <li>• Communicate with parents, carers and candidates via Arbor</li> <li>• Contact the relevant awarding organisation if electronic post results requests are not possible</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer</li> <li>• Exams Officer</li> </ul>
Exams Officer, Head of Centre or SLT absence at key points in the exam cycle	In the event of significant sickness, bereavement, dismissal, unable to recruit or similar	<ul style="list-style-type: none"> <li>• Exams Administration Assistant who works alongside the Exams Officer is trained to cover,</li> <li>• Senior Invigilator is trained to run exams.</li> <li>• Head of centre responsibility delegated to Assistant Principal who already line manages Exams Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Assistant</li> <li>• Senior Invigilator</li> <li>• SLT</li> <li>• SLT</li> </ul>

Scenario	When to implement	Actions	Person(s) responsible
		<ul style="list-style-type: none"> <li>If both are absent responsibility is delegated to the next longest serving member of SLT.</li> </ul>	
Teaching staff extended absence at key points in the exam cycle	In the event of significance sickness, bereavement, dismissal, unable to recruit or similar	<ul style="list-style-type: none"> <li>The employment of outside agencies/professionals may be required.</li> <li>The Examinations Officer to liaise with acting Head of Department and or department staff and/or SLT, if necessary, to ensure all necessary deadlines are adhered to</li> </ul>	<ul style="list-style-type: none"> <li>SLT/HR</li> <li>Exams Officer/SLT</li> </ul>
Lack of invigilators	Invigilators - lack of appropriately trained invigilators or invigilator absence. In the event of significance sickness, bereavement, dismissal, unable to recruit, lack of availability or similar	<ul style="list-style-type: none"> <li>Recruitment and training are done well in advance, exams are staffed over minimum ratios to cover sickness.</li> <li>The employment of outside agencies/professionals may be required.</li> <li>In addition, the Exams Administration Assistant is trained and available as extra cover.</li> <li>Support staff /SLT trained as emergency invigilators.</li> <li>A teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination</li> </ul>	<ul style="list-style-type: none"> <li>Exams Officer/HR</li> <li>SLT/HR</li> <li>Exams Administration Assistant</li> <li>Support staff /SLT</li> <li>SLT</li> </ul>
Exam rooms - lack of appropriate rooms or main venues unavailable at short notice	For example, room unsafe or no heating/lighting	<ul style="list-style-type: none"> <li>In an emergency, the Main Hall or A Floor classroom to be utilized for examination purposes and lessons diverted to ensure quiet.</li> <li>Where candidates sit their examinations in a smaller environment away from the main examination room, the regulations and guidance within JCQ Instructions for conducting examinations must always be adhered to.</li> </ul>	<ul style="list-style-type: none"> <li>Exams Officer/Cover Manager</li> </ul>



Scenario	When to implement	Actions	Person(s) responsible
Failure of IT systems, cyber-attack or lack of IT staff at any key points in exams cycle.	For example, network/broadband issue or sickness of IT staff	<ul style="list-style-type: none"> <li>• In the event of a cyber attack that impacts examination processes, the school would take immediate action by informing the awarding bodies</li> <li>• Secure exam data where possible</li> <li>• All exam board sites and Arbor can be accessed remotely.</li> <li>• Use standalone machines.</li> <li>• IT notified for cover to be arranged for exam period.</li> <li>• Use cloud stored folders</li> </ul>	<ul style="list-style-type: none"> <li>• Exams Officer/SLT</li> <li>• Exams Officer/SLT IT</li> <li>• Exams Officer</li> <li>• Officer/IT</li> <li>• Exams Officer</li> </ul> <p>Exams Officer</p>

## History

Date	Issue	Status	Comments
October 2022	1	New	
March 2023	2	Updated	
January	3	Updated	
September 2023	4	Updated	
September 2024	5	Updated	