



**ST. DAVID'S HIGH  
SCHOOL**

**EXAMINATION  
CONTINGENCY  
PLAN**

**October 2023**

# St. David's High School

## EXAMINATION 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 St. David's High 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.

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, for example 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.

If the situation cannot be resolved, the Senior Leadership Team will meet to agree further actions outside the scope of this policy in collaboration with the Awarding Bodies.

### **Communications**

In the event of local disruption communication to teachers and students will take place through the Examination officer following agreement with the Headteacher.

In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the JCQ website and proactively communicated to relevant stakeholders. This includes communications between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public.

### **Contingency Plan**

<b>Contingency</b>	<b>Criteria for implementing the plan</b>	<b>Recommended actions</b>
Disruption of teaching time school closed for an extended period	School is closed for an extended period of time interrupting the provision of normal teaching and learning	Where possible exams to be sat at the next available series. Facilitate teaching and learning by using an alternative location
Disruption in the distribution of examination papers	Disruption in advance of the examination series where exam papers cannot be distributed	Awarding bodies to use alternative methods such as alternative couriers for hardcopies, secure electronic access to papers or fax of papers. Examination officer to ensure copies made and stored under secure conditions.

<p>Candidates unable to take examinations because of a crisis at school – other centres remain open</p>	<p>Candidates are unable to sit exams in school due to an issue e.g. fire alarm,</p>	<p>Headteacher to make the decision about whether the school can operate or not.</p> <p>Remove candidates to designated evacuation area reminding them they are still under examination conditions.</p> <p>Examination officer to liaise with awarding bodies to identify other local centres for students to sit the exams.</p> <p>Examinations officer to apply for special consideration for candidates where they have met the minimum requirements</p>
<p>School is unable to open as normal during the examination period</p>	<p>The school is unable to open during the examination season</p>	<p>Headteacher to make the decision about whether the school can operate or not.</p> <p>Examination officer to liaise with awarding bodies to identify other local centres for students to sit the exams.</p> <p>Examinations officer to apply for special consideration for candidates where they have met the minimum requirements.</p>
<p>Disruption to the transportation of completed examination scripts</p>	<p>Delay in normal collection/sending of exam scripts e.g. postal strike</p>	<p>Examination Officer to seek advice from awarding organisations and normal collection agency regarding collection. The school must ensure secure storage of completed examination scripts until collection.</p>
<p>Assessment evidence is not available to be marked</p>	<p>Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked</p>	<p>The awarding organisations will generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators. (school to provide this information)</p>
<p>Centres are unable to distribute results as normal</p>	<p>School is unable to access or manage the distribution of results to candidates, or to facilitate post results services</p>	<p>Examinations officer to contact the awarding organisations about alternative options e.g. access results at an alternative site or coordinate postal results.</p>

Exam, once in session, has to be stopped prematurely	Emergency alert where an evacuation of the building is necessary e.g. fire alarm, bomb scare, flooding.	Remove candidates to defined evacuation area reminding them that they are still under examination conditions. Headteacher to be satisfied that there has been no communication if candidates are to be allowed back into the exam.
Examination Officer is absent	Unexpectedly the Examination Officer is not in school e.g. due to illness	School Data Officer will ensure that the team know the plans and procedures so that examinations can carry on as planned under the required regulations.
ALNCO extended absence at key points in the exam cycle	Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken. Includes: Planning for testing, duties towards Equality Act 2010, evidence of NWOW collated, approval and implementation of all access arrangements, allocation of TA's & training to support students with access arrangements.	<p>Intervention Teacher will ensure all testing is complete, evidence collated and applications made via AAO for access arrangements.</p> <p>ALNCO will ensure all paperwork is filed correctly and available for inspection purposes.</p> <p>Exams Officer will ensure TA's are fully trained to support the students with their access arrangements.</p>
Teaching staff extended absence at key points in the exam cycle	Key tasks not undertaken. Includes: Early/estimated/Final entries not provided to Exams Officer, pre-release material not received by candidates, NEA tasks not set/issued/taken by candidates as scheduled, NEA marks not given to students before being submitted to awarding body leading to insufficient time to appeal the decision, failure to submit NEA work by awarding body's deadline.	A teacher within the department will accommodate the absence and cover the necessary tasks to ensure the procedures and deadlines are adhered to for all candidates. If there are no other teacher's within the department, we will provide a fully qualified teacher from an external source.
Invigilators – lack of appropriately trained invigilators or invigilator absence	Failure to recruit and train sufficient invigilators to conduct exams. Invigilator shortage on peak exam days. Invigilator absence on the day of an exam. Invigilator unexpectedly falls in during an exam.	<p>Insufficient? - Plan in advance of exam season (advertise &amp; recruit Sept – Dec) to ensure we have sufficient invigilators</p> <p>Shortage/absent on the day? - Have a 'bank' of invigilators who can be called on at short notice (identified through their availability forms given to the Exams Officer)</p> <p>Ill during exam? – Schedule at least 1 more invigilator than needed.</p>

<p>Exam rooms – lack of appropriate rooms or main venues</p>	<p>Exams Officer unable to identify sufficient/appropriate rooms during exams timetable planning. Insufficient</p>	<p>General Regs state the centre has to provide appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements. Therefore, the Exams Officer will liaise with the person responsible for booking rooms to ensure there are always sufficient rooms for the size of the cohort, including students who require access arrangements and peak days.</p>
<p>Contingency Date 2024</p>	<p>The awarding bodies have designated 26 June 2024 for the Summer 2024 exams, as a Contingency day in the event of national or significant local disruption to examinations in the United Kingdom</p> <p>The awarding bodies have agreed to include two additional half-day contingency sessions. These are on Thursday 6 June 2024 and Thursday 13 June 2024.</p> <p>The designation of a ‘contingency day’ within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies’ standard contingency planning for examinations. In the highly unlikely event that there is national disruption to a day of examinations in summer 2024, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day on 26 June 2024.</p>	<p>HOC &amp; Exams Officer to take advice and direction from the awarding bodies if there is widespread local or national disruption to the scheduled examinations.</p>
<p>Industrial Action</p>	<p>SDHS will prioritise the running of examinations and assessments on any strike days and will take all reasonable steps to keep the school open for as many pupils as possible sitting exams, even if the school is closed or restricting attendance.</p>	<p>The Head of Centre will be accountable for the conduct of the examinations and provision of facilities in centre.</p> <p>SDHS will liaise with relevant awarding bodies and will</p>

		<p>follow their guidance should any disruption affect the sitting of exams and assessments.</p> <p>Ensure all invigilation is carried out by external appointed staff</p> <p>Any on-demand assessments will be rescheduled if impacted.</p>
Failure of IT systems/ Cyber Attack	<p>Where it is identified that a cyber attack may compromise any aspect of the delivery of examinations including</p> <ul style="list-style-type: none"> <li>• MIS system failure at final entry deadline</li> <li>• MIS system failure during exams preparation</li> <li>• MIS system failure at results release time</li> </ul>	<p>Action taken at SDHS to mitigate failure of IT systems:</p> <p>Exams Officer will work with IT and make contact with the relevant Awarding Body to seek further guidance. Senior Leaders will monitor the situation and take any action required as directed by the Awarding Bodies.</p> <p>Flintshire County Council IT Department contacted. Server off-site back-up available.</p> <p>Exam Officer and IT staff have remote access to systems via VPN.</p> <p>Awarding bodies to be informed immediately</p>
Alternative Site Arrangements	<p>Emergency alert where an evacuation of the building is necessary e.g. bomb scare, flooding.</p>	<p>The Headteacher and Exam officer ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met</p> <p>SDHS will inform the JCQ Centre Inspection Service using the JCQ Alternative Site form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations</p>

**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

- Preparing candidates for examinations
- Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations
- Ensuring, where relevant, that assessment materials and candidate 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.
- Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding organisations
- Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers.

#### Appendix - Useful information

JCQ [ww https://www.wjec.co.uk/w.jcq.org.uk](https://www.wjec.co.uk/w.jcq.org.uk)

WJEC <https://www.wjec.co.uk/>

JCQ A guide to the special consideration process [https://www.jcq.org.uk/wp-content/uploads/2022/06/Guide to spec con process June22 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/06/Guide_to_spec_con_process_June22_FINAL.pdf)

JCQ Instructions for conducting examinations [https://www.jcq.org.uk/wp-content/uploads/2022/08/ICE 22-23 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2022/08/ICE_22-23_FINAL.pdf)

DfE guidance on dealing with disruption to teaching and learning [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1176973/Handling strike action in schools August 2023.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1176973/Handling_strike_action_in_schools_August_2023.pdf)

JCQ guidance on alternative site arrangements can be accessed through the JCQ website – <https://www.jcq.org.uk/exams-office/online-forms/guidance-notes-on-alternative-site-arrangements/>

## Exams Day Contingency Plan

<b>Exam Item</b>	<b>Location / Holders Name</b>
Keys / Spare Keys To Secure Storage for exam papers and exam stationery	Main Office – Amber Forshaw
Exams Office - Centre Timetable / Rooming Timetable	Main Office – Amber Forshaw
Seating Plans	Main Office – Amber Forshaw
Exam Desk Labels/Cards	Main Office – Amber Forshaw
Setting out of Exams Room	Site Manager – Derrick Harris
Notices: <ul style="list-style-type: none"> <li>• Warning to Candidates</li> <li>• No Mobile Phone</li> </ul>	Main Office – Amber Forshaw
ICE Booklet (hard copy/electrical format)	Main Office – Amber Forshaw
Emergency Evacuation Procedures	Main Office – Amber Forshaw
Clocks	Main Office – Amber Forshaw Site Manager – Derrick Harris
Attendance Registers	Exam Cupboard – Amber Forshaw
Invigilator Timetable	Main Office – Amber Forshaw
Register of Invigilators and contact details	Main Office – Amber Forshaw
Register of Access Arrangements	SENCO – Tamlin Jones Julie Window
Access Arrangements Script Cover Sheets	Exam Cupboard – Amber Forshaw
Exam clash chart and candidate quarantine details	Amber Forshaw
AB stationery booklet	Amber Forshaw
Examiner Address Labels	Amber Forshaw
Script Envelopes	James Walker Amber Forshaw
Collection of Scripts	James Walker Amber Forshaw
Packaging of Scripts	Invigilators James Walker Amber Forshaw
Completion of Proof of Posting Form	Admin Staff
Postage of Scripts	Admin Staff
Relevant Contacts:	Centre Support Team Annie Allitt : 07464543621 Arron Watkins : 07464543631 Penny Evans : 07464543641



