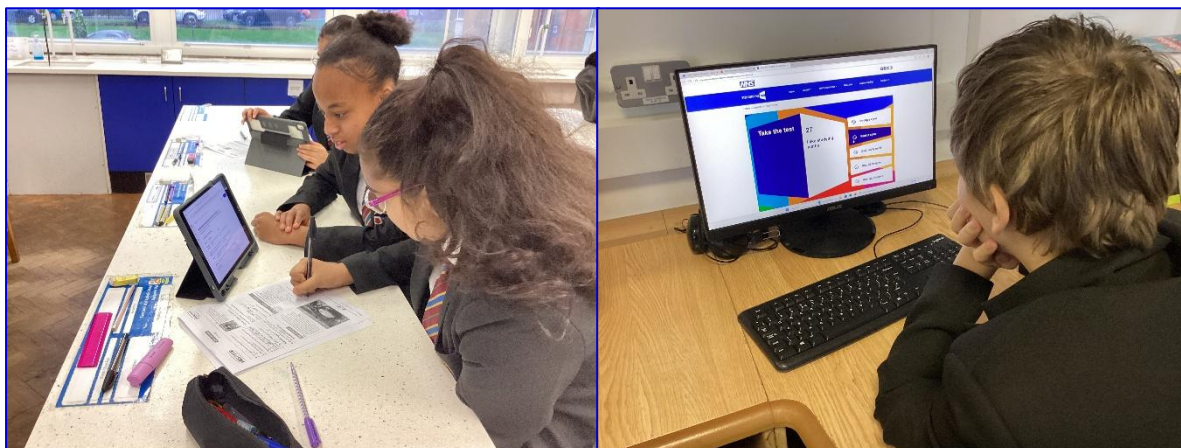




Saint John Wall Catholic School  
*A Catholic School For All*

## Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



# Exam Contingency Plan JCQ3

"So whoever knows the right thing to do and fails to do it, for him it is sin."

James 4:17

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Saint John Wall Catholic School. By outlining actions/procedures to be followed 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 the **Ofqual** *Exam system contingency plan: England, Wales and Northern Ireland* which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted* and the **JCQ** *Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland*.

it is stated that *“Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”*

## Causes of potential disruption to the exam 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 not undertaken including:

- *Planning*
  - 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*
  - 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*
  - 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*
  - 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*
  - access to examination results affecting the distribution of results to candidates
  - the facilitation of the post-results services

#### Centre actions:

- Data Manager training and development of the Exams Officer Timeline Handbook.

### 2. SENCo 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*
  - 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*
  - 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*
  - access arrangement candidate support not arranged for exam rooms

#### Centre actions:

- SLT consultation with Exams Officer and outside agencies.

### 3. Teaching staff extended absence at key points in the exam cycle

#### Criteria for implementation of the plan

Key tasks not undertaken including:

- *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:

- SLT to appoint a nominee to oversee and collate information with assistance Exams Office.

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

#### Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam*

#### Centre actions:

- Recruitment of new invigilators.
- Annual refresher training sessions with invigilators/training for new invigilators.
- Reserve invigilators as required (Lunchtime supervisors/Teaching Assistants/Cover Supervisors).

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

#### Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an expected incident at exam time*

#### Centre actions:

- Consultation with SLT.
- Use of available rooms/offices.
- Alternative venue details: Local catholic primary -St Augustines/Local Secondary Hamstead Hall School

### 6. Failure of IT systems

#### Criteria for implementation of the plan

- *MIS system failure at final entry deadline*
- *MIS system failure during exams preparation*
- *MIS system failure at results release time*

Centre actions:

- Contact IT support.
- Paper entry sheets maintained and sent to Awarding Bodies.

## 7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

Centre actions:

- SLT to arrange alternative accommodation.

## 8. \*Disruption of teaching time – centre closed for an extended period

\*Criteria for implementation of the plan

- 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:

- SLT to arrange alternative accommodation.

## 9\* Candidates unable to take examinations because of a crisis – centre remains open

\*Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- Contact candidate and attempt to arrange an alternative dependent on crisis.

## 10\* Centre unable to open as normal during the exams period

\*Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

*\*In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.*

Centre actions:

- SLT to consult with Exams Officer to coordinate this. Reciprocal arrangement with Exams Officer neighbouring secondary school Hamstead Hall, B20 1HL to use exam facilities with

staggered arrangements, i.e home school first, then other school following afterwards otherwise feeder primary school hall St Augustine's, Avenue Rd, B21 8ED.

## 11.\*Disruption in the distribution of examination papers

### \*Criteria for implementation of the plan

*Disruption to the distribution of examination papers to the centre in advance of examinations*

#### Centre actions:

- (Awarding organisations to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances. As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date)

## 12.\*Disruption to the transportation of completed examination scripts

### \*Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

#### Centre actions:

- Keep exam scripts in secure storage until they can be collected/posted.

## 13. \*Assessment evidence is not available to be marked

### \*Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

#### Centre actions:

- Report to Awarding Body as soon as possible and seek guidance. (Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series)

## 14. Centre unable to distribute results as normal

### \*Criteria for implementation of the plan

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

#### Centre actions:

- SLT to contact Awarding Body and arrange for alternative Centre to distribute results.
- Alternative venue details: Local catholic primary -St Augustines/Local Secondary Hamstead Hall School

\*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

## 15. Cyber attack

### Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery within St John Wall School follow advice from **National Cyber Security Centre -NCSC.GOV.UK**

### Centre actions to mitigate the impact of the disruption

- Online/offline back up in use in various locations
- Firewall installed
- Multi factor login id process
- Regular training for staff

## Further guidance to inform and implement contingency planning

### **Ofqual**

*Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland* <http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

### **GOV.UK**

*Emergencies and severe weather: schools and early years settings* <https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*  
<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide - Contingency planning*  
<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

### **JCQ**

Guidance on *alternative site arrangements* <http://www.jcq.org.uk/exams-office/forms>

*Instructions for conducting examinations* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Guidance on *access arrangements and special consideration* <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Ratified by Governors: 24/06/2026

Next Review Due: 24/06/2027

(This policy will remain in force beyond the review date if no updates are required)