

Examination Contingency Plan

Clarity Independent School

Bridge Barn Farm
Woodhill Road
Sandon
CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and care-givers to keep children safe."

Clarity Safeguarding Policy September 2023

Written by Richard Clow
Assistant Head and SENDCO

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Updated by Name: Mrs Ailara

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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

2. Legislation and guidance

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

It is also based on:

- Ofqual's [guidance on contingency planning](#) (Updated Jan 2023)
- JCQ's [joint contingency plan](#)

3. Responsibilities

3.1 Head of centre

The head of centre is Debbie Hanson, Headteacher and Proprietor. The head of centre will ensure that a written examination contingency plan/examinations policy is in place and covers all aspects of examination administration.

3.2 Exams officer

The exams officer is Richard Clow, who is responsible for the administration of exams. The exams officer will lead on the application of the contingency plan should any aspect of it need to be deployed.

3.3 SENDCO

The SENDCO is Richard Clow who is responsible for supporting candidates who are affected by the application of the contingency plan.

3.4 Staff and invigilators

All 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 head of centre every September before each new examination series begins. At every review, the policy will be shared with the exams officer and SENDCO. Once updated, the policy will be shared with all staff involved in the exams process.

5. Links with other policies

This policy is linked to our:

- Examination Management Policy
- Examination Internal Appeals Policy
- Examination Complaints and Appeals Procedure Policy
- Examination Word Processor Policy
- Non-examination Written Controlled Assessment Policy
- Assessment Procedures Policy
- Equality Policy
- Staff Handbook
- Whistleblowing Policy
- Safeguarding Policy
- Conflict of Interest Policy
- Recognition of Prior Learning Policy and Process
- Student Recruitment, Identification, Registration and Certification Policy (exams)

6. Contingency plan

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](#), and are consistent with [Ofqual's current contingency planning guidance](#).

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
<p>1. Disruption of teaching time in the weeks before an exam – centre is closed for an extended period</p>	<p>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, e.g., if the centre is forced to close due to a pandemic or structural repairs</p>	<ul style="list-style-type: none"> • Seek advice from relevant awarding bodies and JCQ. • Follow advice from: 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 • In agreement with the JCQ and exam boards, enact the Remote Learning Policy and Procedures. • If face-to-face teaching is required, an alternative venue from the following options will be used: <ul style="list-style-type: none"> • Sandon Village Hall, (details to be included). • North Avenue Christian Centre, Chelmsford, CM1 2AL. Tel:01245351022. Email: admin@northvenuecc.org • Chapter House, Cathedral Walk, Chelmsford, CM1 1NX • Update pupil travel and individual risk assessments • Keep a record of documentation to show that the venue satisfies safeguarding policy and procedures • Update relevant policies to reflect the change of venue e.g. Emergency Evacuation Policy • Communicate any changes to your plans with parents, carers, and pupils. 	<p>Head of centre SLT SENCO Exams officer Invigilators Teachers</p>

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
2.Candidates unable to take examinations because of a personal crisis – centre remains open	In the event that candidates are unable to attend examination centres to take examinations as normal, e.g. sickness bug, or if they are self-isolating due to a contagious illness or family emergency such as a bereavement.	<ul style="list-style-type: none"> • Communicate with relevant awarding bodies at the outset to make them aware of the issue. • Follow information from: 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 • Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding bodies. • Communicate any changes to your plans with parents and pupils. • Offer candidates an opportunity to sit any examinations missed at the next available series. • Apply to awarding bodies for special consideration for candidates where they have met the minimum requirements. 	Head of centre Exams officer School Admin

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
<p>3. 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 or flood at the centre, or government instructed closure due to pandemic, adverse weather.</p> <p>Centre status removed therefore centre cannot be used as examination venue.</p>	<ul style="list-style-type: none"> • Inform relevant awarding bodies as soon as possible. • Follow information from: 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 • Refer to emergency plans and/or health and safety policy, where appropriate. • Use alternative venues in agreement with relevant awarding bodies. • If face-to-face teaching is required, an alternative venue from the following options will be used: <ul style="list-style-type: none"> • Sandon Village Hall, (details to be included). • North Avenue Christian Centre, Chelmsford, CM1 2AL. Tel:01245351022. Email: admin@northvenuecc.org • Chapter House, Cathedral Walk, Chelmsford, CM1 1NX • Update pupil travel and individual risk assessments • Keep a record of documentation to show that the venue satisfies safeguarding policy and procedures • Update relevant policies to reflect the change of venue e.g. Emergency Evacuation Policy • Communicate any changes to your plans with parents, carers and pupils. • Apply to awarding bodies for special consideration for candidates where they have met the minimum requirements. • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible. 	<p>Head of centre SLT SENDCO Exams officer Invigilators Teachers School Admin</p>

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
4.Exam rooms – exam room or exam centre unavailable at short notice	<p>In the event that the exam room unavailable on exam day due to an unexpected incident</p> <p>In the event that the exam centre is unavailable on exam day or at short notice before an exam day due to an unexpected incident</p>	<ul style="list-style-type: none"> • Seek immediate advice from relevant awarding bodies and JCQ. • Alternative venue from the following options will be used: • Sandon Village Hall, (details to be included). • North Avenue Christian Centre, Chelmsford, CM1 2AL. Tel:01245351022. Email: admin@northavenuecc.org • Chapter House, Cathedral Walk, Chelmsford, CM1 1NX • Update pupil travel and individual risk assessments • Keep a record of documentation to show that the venue satisfies safeguarding policy and procedures • Update relevant policies to reflect the change of venue e.g. Emergency Evacuation Policy • Communicate any changes to your plans with parents, carers and pupils. • Apply to awarding bodies for special consideration for candidates where they have met the minimum requirements. • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible. 	<p>Head of centre SLT SENDCO Exams officer Invigilators Teachers School Admin</p>

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
5. Disruption in the distribution of examination papers	In the event of disruption to the distribution of examination papers to centres in advance of examinations	<ul style="list-style-type: none"> • Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hard copies. • Find out from the awarding organisation if they're able to change the timing of the distribution to earlier or later than originally scheduled. • Act on the advice of the awarding body. • Make an entry on the Confidential Materials: Receipt, Secure Movement, Checks and Secure Storage Log. • If advised to do so by the awarding body, download scripts from awarding bodies and keep in secure storage. • Second person sign off to check dates, times, and subject of exams. • If the above isn't possible, you will receive electronic access to papers via a secure external network after guidance from awarding organisations. • As a last resort, your awarding organisation may consider rescheduling the examination. 	Head of centre Exams officer School Admin

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
6. Disruption to the transportation of completed examination scripts	In the event of a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> • If examinations are part of the national 'yellow label service' or where the awarding organisation arranges collections, seek advice from awarding bodies and their normal collection agency regarding collection. • Store papers in the secure storage facility until collection. • Make an entry on the Confidential Materials: Receipt, Secure Movement, Checks and Secure Storage Log. • Only make alternative arrangements after approval from the awarding organisation and make sure papers are securely stored until collection. • If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the <u>JCQ's instructions for conducting examinations</u>. 	Head of centre Exams officer School Admin
7. Assessment evidence is not available to be marked	<p>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 or a pupil destroys examination scripts due to dysregulation</p> <p>In the event that examination scripts/assessment evidence does not reach awarding organisations.</p>	<ul style="list-style-type: none"> • Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers. • Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement. • Where marks cannot be generated by awarding bodies, candidates may need to retake affected assessment in a subsequent assessment series. 	Head of centre Exams officer Invigilators

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
8. Centre is unable to distribute results as normal or facilitate post results services	In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services	<ul style="list-style-type: none"> • Contact awarding bodies about alternative options. • Inform parents/carers immediately. • Update website information. • Make arrangements to access results at an alternative site from the following options: <ul style="list-style-type: none"> • Sandon Village Hall, (details to be included). • North Avenue Christian Centre, Chelmsford, CM1 2AL. Tel:01245351022. Email: admin@northavenuecc.org • Chapter House, Cathedral Walk, Chelmsford, CM1 1NX • Update pupil travel and individual risk assessments • Keep a record of documentation to show that the venue satisfies safeguarding policy and procedures • Update relevant policies to reflect the change of venue e.g. Emergency Evacuation Policy • Share facilities with other schools/colleges if possible. • Co-ordinate access to post results services from an alternative site. • Contact the relevant awarding body if electronic post results requests are not possible. 	Head of centre Exams officer SLT School Admin

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
9. Extended absence of Exams Officer at a critical stage of the exam cycle.	<p>In the event of the Exams Officer being absent during an exam cycle</p> <p>In the event that the Exams Officer is absent on the day of the Exams</p>	<ul style="list-style-type: none"> • Notify the Head of Centre to instruct alternative member of staff to assume the role including the completion of relevant logs to record exam paper receipt, storage and movement. • Notify and use alternative keyholder for access to secure facility and exam papers. • Refer the Exams Officer to the staff handbook for absence procedures and reporting • Follow HR procedures for extended absence due to ill health • Conduct staff training for a dual role capacity so each key member of staff involved in the exams process can competently deputise for another member of staff if required. • Inform relevant awarding bodies as soon as possible. • Request support from awarding bodies. 	<p>Head of centre</p> <p>Exams officer</p> <p>SENDCO</p> <p>Deputy Head</p> <p>Invigilators</p> <p>School Admin</p>
10. Extended absence of SENDCO at a critical stage of the exam cycle.	<p>In the event of the SENDCO being absent during an exam cycle</p> <p>In the event that the SENDCO is absent on the day of the Exams</p>	<ul style="list-style-type: none"> • Notify the Head of Centre. • Refer the Exams Officer to the staff handbook for absence procedures and reporting • Follow HR procedures for extended absence due to ill health • Conduct staff training for a dual role capacity so each key member of staff involved in the exams process can competently deputise for another member of staff if required. • Inform relevant awarding bodies as soon as possible. • Request support from awarding bodies. 	<p>Head of centre</p> <p>Exams officer</p> <p>SENDCO</p> <p>Deputy Head</p> <p>Invigilators</p> <p>School Admin</p>

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
<p>11. Invigilators – lack of appropriately trained Invigilators or Invigilator absence.</p>	<p>In the event that an Invigilator has not been trained or trained recently enough to meet the current requirements</p> <p>In the event that the Invigilator is absent on the day of the Exams</p>	<ul style="list-style-type: none"> • Ensure that all Invigilators being used in the exam series are given the relevant up-to-date training. • Ensure that trained Invigilators can provide evidence of training that meets the current requirements and that certificates have not expired. • Keep a record of training and awards for inspection. • Conduct staff training for a dual role capacity so each key member of staff involved in the exams process can competently deputise for another member of staff if required. 	<p>Head of centre Exams officer Deputy Head Invigilators School Admin</p>

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
12.Failure of IT systems	In the event of a power cut or malfunction of ICT equipment used during the exam by the candidate or staff involved in the examination process, system failure.	<ul style="list-style-type: none"> • Inform relevant awarding bodies as soon as possible and seek advice. • Ensure candidates back-up electronically based course materials regularly. • Make entries on awarding bodies websites. • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible. • Contact IT support United Networks for advice and repair. • Server backup available. 	Head of centre Exams officer Invigilator Business Manager

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
13. Cyber-attack	In the event of school/network secure systems being compromised by an external or internal source.	<ul style="list-style-type: none"> • Contact IT support United Networks pre -exams to confirm that school network is safe and is protected. • Trained staff to follow National Cyber Security Centre (NCSC) advice. • Implement Business Continuity Plan and Risk Register. • Use NCSC's free mail and web checking services. • Inform relevant awarding bodies and seek advice. • Make a record of the incident and report to the Information Commissioner's Office (ICO). • Follow Whistleblowing procedures if the attack is traceable internally. • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible. 	Head of centre Exams officer Invigilator Business Manager School Admin

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
14.Lack of appropriately trained invigilators	<p>In the event that the named invigilator is unable to perform his/her role effectively without comprising the integrity of the examination process.</p> <p>In the event of invigilator absence (see scenario 8).</p>	<ul style="list-style-type: none"> • Inform relevant awarding bodies as soon as possible. • Check student numbers. • In September, make a list of invigilators. • Make sure invigilators have up to date training and that other staff are trained to deputise. • Investigate whether the invigilator has performed an act that has compromised the integrity of the examination process. • Follow the malpractice guidelines stated on the Exams Management Policy. 	<p>Head of centre Exams officer Invigilator</p>

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
15. Emergency evacuation of the exam room (or centre lock down)	In the event of fire, flood, hazardous material spillage, gas leak or intruder on site.	<ul style="list-style-type: none"> • If fire or hazardous material spillage or gas leak, apply Fire Safety procedures for evacuation including the use of PEEP plans for identified candidates. • Phone relevant emergency services. • The invigilator must take the following action: <ul style="list-style-type: none"> • a) stop the candidates from writing; • b) collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority; • c) advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet; • d) ensure the candidates leave the room in silence; • e) ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination; • f) make a note of the time of the interruption and how long it lasted; • g) allow the candidates the remainder of the working time set for the examination once it resumes; • h) 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; • i) make a full report of the incident and the action taken and send to the relevant awarding body. • Inform relevant awarding bodies as soon as possible. • Offer candidates an opportunity to sit any examinations missed at the next available series, if unable to return to exam when risk neutralized. • If intruder on site, immediately stop exam, candidates to follow lockdown procedures. • Contact awarding bodies for advice if exams incomplete. 	Head of centre Exams officer Deputy Head SENDCO Invigilator Business Manager All staff

SCENARIO	WHEN TO IMPLEMENT	ACTION	PERSON(S) RESPONSIBLE
16. Withdrawal of provider approval status or Examination centre approval status	In the event that provider approval status or Examination centre approval status is removed, in order to protect the interests of the students.	<ul style="list-style-type: none"> • Notify the Head of Centre. • Notify the other relevant bodies JCQ/Awarding bodies as soon as possible • Request support from JCQ/awarding bodies • The Head of Centre will inform all students and all stakeholders as soon as a suitable plan has been agreed by the Head of Centre, the JCQ and the relevant Awarding bodies. • Consider registering students for the next assessment window, where possible, or • Work with the awarding bodies to find a suitable alternative examinations centre to meet the students' requirements and to ensure that the planned assessments and examinations can take place. • Ensure that all existing credits achieved are transferred to the new provider. • Work with the JCQ and the Awarding bodies to resolve the issues leading to withdrawal of approved status. 	Head of centre Exams officer Deputy Headteacher Quality Nominee Invigilator Business Manager

This policy will be reviewed annually in accordance with the JCQ regulations.

Overall responsibility for contingency planning in the case of examinations in Clarity Independent School rests with the Head Teacher, Debbie Hanson.