



# Exam Contingency Plan

## 2023/24

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Teaching and Learning Committee	
Signed: Dr Ward	
Date: 5 <sup>th</sup> March 2024	
Date of next review	March 2025

*This policy extends past school to Post 16 and will be reviewed in line with the changing curriculum and current needs of the pupils.*

Where in the policy it says Stone Hill School, we are referring to Stone Hill School and Post 16.

This plan also confirms Stone Hill is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2023-24) that the centre has in place a written examination contingency plan, which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

In case of localised disruption to Stone Hill School, or more widespread disruption to the Examination System, the following contingencies are to be followed. Included in this document are those contingencies that are likely to affect school and its pupils.

The key to dealing with any disruption is communication. This is particularly important with regards to any form of disruption that affects individual pupils and external examinations. The maximum cohort likely to be affected would always be less than thirty.

### **1. Disruption of teaching time/in the weeks before an exam:**

Stone Hill School is closed for an extended period 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.

- Where there is disruption to teaching time and pupils miss teaching and learning it remains the responsibility of school to prepare pupils, as usual, for examinations
- In the case of modular courses, school may advise candidates to sit examinations in an alternative series

### **2. Disruption in the distribution of examination papers:**

If disruption to the distribution of examination papers to school in advance of examinations occurs:

- Awarding organisations to provide school with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hardcopies.

### **3. Candidates unable to take examinations because of a crisis. Stone Hill School remains open:**

If candidates are unable to attend Stone Hill School to take examinations as normal, school will liaise with candidates to identify whether the examination can be sat at an alternative venue.

- School will offer candidates an opportunity to sit any examinations missed at the next available series.
- Stone Hill will apply to Awarding Bodies for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by school not to attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.

- In the event of an issue with transport to school i.e. candidates may be late; pupils will be transported by school staff. They will be supervised by staff and a statement will be received from parents affirming the supervision prior to the pupil's collection. Form JCQ/VLA to be completed.
- In the event of a pupil's behaviour causing a disruption, exam guidance warnings will be given and Stone Hill School's Behaviour Policy will be followed and the exam will continue when appropriate. The exam officer will be informed. Supervision will be arranged accordingly. Rooms will be available for the exams to continue. Further guidance will be sought from JCQ if it is felt that the performance of all or some of the students has been negatively affected by the disruption.
- Fire/emergency evacuation/lockdown procedures – see Stone Hill policies.

#### **4. School is unable to open as normal during examination period**

The responsibility for deciding whether it is safe for school to open will lie with the Headteacher. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

- School will attempt to open for examinations and examination candidates only, if possible.
- Stone Hill must inform each Awarding Body with details of which examinations are due to be taken as soon as is possible.
- If not possible, Stone Hill School will activate a reciprocal agreement with Ridgewood school (neighboring Academy) for pupils to sit their exams using their facilities.
- School may offer candidates an opportunity to sit any examinations missed at the next available series.
- Stone Hill will apply to Awarding Bodies for special consideration for candidates where they have met the minimum requirements (see item 3 above).

#### **5. Disruption to transporting of completed examination papers**

Delay in normal arrangements for the return of completed examination scripts:

- In the first instance, Stone Hill will seek advice from Awarding Bodies.
- School will ensure secure storage of completed examination papers until collection. Scripts will be stored in the exam safe as per guidelines for 'box within a box'.

#### **6. Assessment evidence is not available to be marked.**

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

- All live, non-examination assessments including controlled assessments and course work are kept securely and confidentially – 'box in a box'.
- To reduce this risk, active scripts remain on site for the absolutely minimum time.
- Awarding bodies to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding bodies
- Candidates to retake affected assessment at subsequent assessment window

#### **7. Exams Officer is unable to fulfil role.**

Exams Officer is unable to come to work due to illness, injury or other crisis: Headteacher or Upper School Lead will fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership and administration team.

## 8. Escalation Process

In the event the Exams Officer is absent on the day of a planned exam, the HOC will perform necessary duties in carrying out the exam. In the event of both the EO and HOC being absent or unavailable, the Upper School Lead will perform duties necessary to carrying out the exam. The HOC and USL will follow the instructions in Appendix A.

## Contingency Planning due to COVID-19

The school will consider the following guidance

### 1 General contingency guidance

- [Emergency planning and response](#) from the Department for Education in England
- [Opening and closing local-authority-maintained schools](#) from the Department for Education in England
- [Procedures for handling bomb threats](#) from the National Counter Terrorism Security Office.

### 2. Widespread national disruption to the taking of examinations / assessments

The government's view across England, Wales and Northern Ireland is education should continue in 2023-24 with schools remaining open and that examinations and assessments will go ahead in both autumn 2023 and summer 2024.

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

3. We will update this page as necessary should national disruption occur with any further relevant links.

## Appendix A

1. At least one hour before exam, collect exams box from DHT's office. Ensure all necessary documentation and stationery is available in exam room. Ensure name cards are on each desk, that exam room posters are prominently displayed, that the clock is visible to all candidates, that the invigilator folder is in the room, that the ICE booklet is available. Ensure phone is on DND. Open windows. Ensure desks are correctly spaced. Meet with invigilators and readers/scribes and go through exam day checklist. Ensure scribe/reader help sheets are available in exam room.
2. 30 minutes before the start of the exam, you and an invigilator open the secure storage and remove the exam papers, attendance sheet, envelope for posting completed exams and any other resources.
3. Use 'second pair of eyes' to check the exam paper – date, time, subject, paper number. Sign 'second pair of eyes' sheet. Sign log in secure storage

- to indicate exam papers, attendance register, etc. have been removed.
4. Take exam papers, etc. to the examination room. Open exam paper in examination room. Do final check of exam room. Ensure water is available for candidates, that all instruments and resources are on desks and any containers are transparent. Prepare the timesheet for display during the exam. Check the seating plan with the invigilator.
  5. 10 minutes before exam, allow all candidates into the exam room. Settle candidates. Invigilator to read beginning of exam statement to candidates. Hand out exam papers.
  6. You can now leave.
  7. Visit twice during the exam to see all is going well.
  8. At end of exam return to exam room, place papers into candidate number order, ensure any rough notes are included. Check Incident Sheet. Collect attendance register and place in front of pile of exam papers. Place exam room seating plan under the register. Place exam papers, register and seating plan into returns envelope and complete required sections on envelope. Lock exam papers in secure storage. Have despatch notice ready for when courier collects papers.
  9. Collect all stationery, posters, name cards and invigilator handbook (including ICE) and return to exams box, and box to DHT's office.
  10. When courier collects papers, ensure despatch notice is signed by courier. Place in DHT's office.
  11. Ensure secure storage is locked and secure.