

EXAMINATIONS CONTINGENCY PLAN (addition to Examination Policy)

In case of localised disruption or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based upon the Joint Contingency Plan issued by OFQUAL to all awarding organisations and other stakeholders. The plan ranges from contingencies that affect only the awarding organisations to those that affect individual pupils.

The aims of the Joint Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system affecting significant numbers of 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 and these have been implemented already on numerous occasions. The Joint Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them.

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 assessment to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards

In the event of a major disruption to the examination system, St Julies would adhere to the following contingency plan:

Disruption of teaching time – centres are closed for an extended period

In the event that school is closed, and candidates are unable to attend for a long period of time, for example, if the school was severely flooded/fire damaged, we would aim to facilitate alternative methods of teaching, such as uploading course materials online, or arrange an alternative venue for teaching to take place. Pupils sitting modular exams would be advised to sit them at the next available session. Communication would be open at all times to parents, carers and pupils about the disruption to teaching time via letters, Parent Messaging system and the school website.

Disruption in the distribution of examination papers

The process by which we organise receipt of exam papers is by printing out a copy of the exam timetable for a whole series. As papers are received, they are checked against the timetable and the timetable is highlighted to confirm receipt of the papers. In the event of us not receiving exam papers, or receiving the wrong ones, the exams officer would notify the relevant exam board to request the papers. If it was the day of/before the exams and the papers had still not been received, the exams officer would request for them to be sent electronically by the board, and would ensure that copies were received, made and stored under secure conditions.

Candidates unable to take examinations because of a crisis – centre remains open

If a candidate is unable to attend school to sit their exams due to a crisis, the first step would be to liaise with the relevant awarding body to make them aware of the issue. We would check to see if it was possible for the candidate to sit any missed exams in the next available series. If not, we would try to arrange, where possible, for the exam to be sat at another venue, e.g. at home/in hospital. If this was also not possible, we would submit an application for Special Consideration to the relevant awarding body, providing that the candidate meets the criteria for Special Consideration.

Centres are unable to open as normal during the examination period

In the event that school was unable to open as normal during the exam period, due to an event such as flood/fire, the exams officer would notify all relevant awarding bodies immediately. We would then assess if there was a part of the school that could be opened up and accessed safely just for examination candidates. Where it is not possible for school to be opened at all, we would liaise with partner schools/local businesses to arrange an alternative venue for pupils to sit their exams. We would also arrange for candidates to sit any missed exams at the next available series, and would submit applications for Special Consideration where candidates met all of the criteria.

Disruption to the transportation of completed examination scripts

If there was a delay in collection arrangements, or completed exam scripts could not be collected by the courier, we would seek advice from the relevant awarding body and then, unless they advised us differently, we would lock the completed scripts away in our secure storage facility. We would not make our own arrangements for transport without approval from the exam board.

Assessment evidence is not available to be marked

If a candidate's work was damaged or destroyed at the centre before it was marked, we would notify the exam board of this immediately, and then notify the pupil and their parent/carer. Where possible, the exam board would award a mark based on the evidence of candidate's achievements, and we would arrange for the pupil to re-sit the affected assessment at the next available assessment window where possible.

Centres are unable to distribute results as normal

In the event that school was closed on results day and we were unable to access or manage the distribution of results to candidates, we would liaise with partner schools to share facilities for accessing and distributing results and facilitating post-results enquiries. We would notify pupils and parents/carers of this via Parent Messaging system and the school website.

Absence of examinations officer during examination/results days

In the event that the Examinations Officer is absent on an examination/results day, the Information Services Manager, who is fully appraised of the exam process and the state of the exams in any year, will manage the exam series.