

 <b>AQA</b>	 <b>City &amp; Guilds</b>	 <b>CCEA</b>	 <b>NCFE</b>	 <b>OCR</b>	 <b>Pearson</b>	 <b>WJEC</b>
---	---	--	--	--	---	--



**SOUTHLANDS**  
HIGH SCHOOL  
Endeavour for Excellence

# EXAM CONTINGENCY PLAN 2025 to 2026

JCQ – Meeting Requirements - 7

Plan by: Karen Bane – Exams Officer

This plan is reviewed annually to ensure compliance with current regulations

## Contents

Purpose of the plan	2
Possible causes of disruption to the exam process	2
1. Exam officer extended absence at key points in the exam process (cycle)	2
2. SENCo extended absence at key points in the exam cycle	3
3. Teaching staff extended absence at key points in the exam cycle	3
4. Invigilators - lack of appropriately trained invigilators or invigilator absence	4
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short	4
6. Failure of IT systems	4
7. Emergency evacuation of the exam room (or centre lock down)	4
8. Disruption of teaching time – centre closed for an extended period	5
9. Candidates unable to take examinations because of a crisis – centre remains open	5
10. Centre unable to open as normal during the exams period	5
11. Disruption in the distribution of examination papers	5
12. Disruption to the transportation of completed examination scripts	6
13. Assessment evidence is not available to be marked	6
14. Centre unable to distribute results as normal	6

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Southlands High School. By outlining actions/procedures to be invoked 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 *Exam system contingency plan: England, Wales and Northern Ireland* which provides guidance in the publication *What schools and colleges and other centers should do if exams or other assessments are seriously disrupted*.

This plan also confirms Southlands High School is compliant with the JCQ regulation (*General Regulations for Approved Centres*) 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.*

## Possible causes of 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*

#### *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*

- ▶ *invigilators not trained or updated on changes to instructions for conducting 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, for example very late arrival, suspected malpractice, special consideration*
- ▶ *candidates' scripts not dispatched as required for marking 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

- ▶ Deputy Head Teacher (NWI) will step in with the running of exams. EO has produced a manual for on the day externally set exams. Deputy Head will have a run through with EO before the main summer season. The Deputy has good knowledge of the procedures to follow during the exam cycle.
- ▶ Invigilators informed of the EO absence.
- ▶ Senior Invigilator (non-appointed) to assist Deputy Head (NWI).
- ▶ Help available from other Academy School (Standish Community High School) & local school.
- ▶ EO is in an Exams Officer / Manager group.

## **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*
- ▶ *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- ▶ *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*
- ▶ *centre-delegated arrangements not put in place*
- ▶ *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- ▶ *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

#### *Exam time*

- ▶ *access arrangement candidate support not arranged for exam rooms*

### Centre actions

- ▶ FMC & HLTA Team to pick up Access Arrangement. EO to work closely with the team to ensure regular testing of students continues.

## **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 manager 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*

*Non-examination assessment tasks not set/issued/taken by candidates as scheduled*

*Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking*

*Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines*

#### Centre actions

- ▶ EO to issue own internal deadlines, which if not met are referred to teaching staff's line manager.
- ▶ SLT line manager also will take ownership of requests from EO in the event of subject leaders absence.
- ▶ Class teachers are required to advise students of their centre assessment marks two weeks prior to the exam board deadline. If class teacher not in, Line Manager will do.

#### **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

- ▶ EO to review numbers and quality of invigilators on an annual basis.

#### **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 unexpected incident at exam time*

#### Centre actions

- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, make use of other available rooms within the centre, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body

#### **Alternative site(s)** details:

If required use larger rooms, Drama Studio, Dining Hall, Sports Hall. Head of School & Site Manager to assist EO.

- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

#### **Communication** details:

Staff in school will inform students of any changes using morning briefings. Details will also be sent to students and parents/carers via email.

- ensure the secure transportation of question papers or assessment materials to the alternative venue (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

## 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

- ▶ EO sets an internal deadline to ensure the entries are submitted before the deadline date.
- ▶ EO can submit entries remotely.
- ▶ EO can prepare exams administration remotely seating plans, timetables etc.
- SLT ensures IT technicians are aware of the key results dates in August.

## 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

- ▶ Follow the Centre Emergency Evacuation Procedure.

## 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 have produced instructions for staff to teach remotely. Students have had training on remote learning.
- ▶ Share facilities with Partner school – Standish Community High School
- ▶ Although the school may be closed to most students, the school will remain open for Key Worker students and as an Exam Centre.

## 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

- ▶ Advise Exam Boards of reason for crisis and obtain documentary proof. Process Special Considerations if appropriate.

## 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 (including centre being unavailable for examinations owing to an unforeseen emergency)*

### Centre actions

- ▶ EO to liaise with Head of School and Site Manager as to the suitability of the site. Advise Exam Boards where necessary.
- ▶ Share facilities with Partner school – Standish Community High School

## 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

- ▶ Exam boards always send papers at least a week in advance so EO to keep checking centres log and inform Awarding Bodies if papers have not arrived.
- liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances

## 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

- ▶ Continue to store exam scripts securely and advise Exam Boards accordingly.
- where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, seek advice from the relevant awarding organisations and will not make its own arrangements for transportation unless told to do so by the awarding organisation
- for any examinations where the centre makes its own arrangements for transportation, investigate alternative dispatch options that comply with the requirements detailed in the JCQ document *Instructions for conducting examinations*

## 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

- ▶ Provide full report to Exam Boards on the reasons for the damage/destruction.
- liaise with the awarding body to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body
- where marks cannot be generated by awarding body, inform candidates they may need to retake the affected assessment in a subsequent assessment series

## 14. Centre unable to distribute results as normal