

EXAMINATIONS CONTINGENCY POLICY

This policy is applicable to all students, staff and parents of The Wellington Academy.

DOCUMENT CONTROL

Responsible position:	Approved by:
Examinations Officer	Headteacher
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RELATED POLICIES AND DOCUMENTS

Policy Name

TWA - Non-Examination Policy

TWA - Internal appeals policy for non-examination assessments

TWA – Examination Contingency Policy

JCQ – ‘Instructions for conducting non-examinations assessment’ [Instructions_NEA_23-24_FINAL.pdf \(jcq.org.uk\)](#)

JCQ – ‘Instructions for conducting coursework’ [Coursework_ICC_23-24_FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Suspected malpractice Policies and Procedures’ [Malpractice_Sep23_FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Access Arrangements and Reasonable Adjustments’ regulations’ [AA_regs_23-24_FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for conducting examinations’ [ICE23-24-Sept23revision_FINAL.pdf \(jcq.org.uk\)](#)

JCQ - ‘Instructions for GCSE and GCE MFL Listening Exams’ [MFL_Listening_2023_FINAL.pdf \(jcq.org.uk\)](#)

JCQ - Invigilator checklist’ [JCQ-Invigilation-training-checklist-FINAL.pdf](#) https://www.jcq.org.uk/wp-content/uploads/2023/08/JCQ-Exam-Day-Checklist_FINAL.docx

JCQ - [Information for candidates documents - JCQ Joint Council for Qualifications](#)

JCQ - ‘Joint Contingency Plan’ [Joint Contingency Plan \(jcq.org.uk\)](#)

JCQ - ‘Emergency Evacuation Procedure’ in case of emergency: [Emergency Evacuation Procedure JCQ 2023](#)

REVISION RECORD

Date	Version	Revision Description
Sept 2018	1.0	Written in line with current processes and legislation
Sept 2021	2.0	Updated and written in line with current processes and legislation
Sept 2022	3.0	Updated and written in line with current processes and legislation
Sept 2023	4.0	Updated and written in line with current processes and legislation

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Aims of the Contingency Plan

The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency and will be coordinated, as appropriate, with the Department for Education and qualification regulators Ofqual, Qualifications Wales and CCEA Accreditation.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The contingencies applied will be selected based on the context of the disruption and have been implemented on several occasions in response to localised issues.

They would be applied on a larger scale in response to any widespread disruption at a national level.

The priority when implementing contingencies will be to maintain three principles:

- **delivering assessments to published timetables**
- **delivering results to published timetables**

- complying with regulatory requirements in relation to assessment, marking and standards.

If the usual contingencies are no longer sufficient to maintain these outcomes, an identified Crisis Management Team consisting of representatives of all organisations involved will be convened by JCQ to agree the additional actions required.

1. Disruption of teaching time in the weeks before an exam – centres are closed for an extended period

Criteria for implementation of the plan

- centres are 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.

Recommended actions:

Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centres to prepare students, as usual, for examinations.

- in the case of modular courses, centres may advise candidates to sit examinations in an alternative series.
- centres should have plans in place to facilitate alternative methods of learning.

Guidance on emergency planning, with advice on severe weather is available at:

<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>

2. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- disruption to the distribution of examination papers to centres in advance of examinations.

Recommended actions:

- awarding organisations to source alternative couriers for delivery of hardcopies.
- awarding organisations to change the timing of the distribution to earlier or later than originally scheduled
- 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

3. Candidates unable to take examinations because of a crisis - centres remain open

Criteria for implementation of the plan

- candidates are unable to attend examination centres to take examinations as normal.

Recommended actions:

- centres to invoke centre contingency plan. **This must focus on options that enable candidates to take their examinations.**
- Robust practices and procedures are in place to protect against a cyberattack. Should one occur, the Network Manager and Exams Officer will liaise with the awarding bodies, notify the National Cyber Security Centre, local law enforcement, Action Fraud and the DfE by emailing securityenquiries@education.gov.uk.

Information on what schools and colleges and other centres should do if exams or other assessments are seriously disrupted can be found here:

<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>

- Awarding organisations will ensure that any applications for special considerations as a result of disruption will be reviewed across awarding organisations to ensure consistency of decision making

4. Centres are unable to open as normal during the examination period

Criteria for implementation of the plan

- centres unable to open as normal for scheduled examinations.

Recommended actions:

- centres to invoke centre contingency plan, **which must focus on options that enable candidates to take their examinations.** As part of their general planning for emergencies, centres should cover the impact on examinations. The responsibility for deciding whether it is safe for a centre to open lies with the head of centre. The head is responsible for taking advice or following instructions from relevant local or national agencies in deciding whether their centres is able to open.

Information on what schools and colleges and other centres should do if exams or other assessments are seriously disrupted can be found here:

<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>

- Awarding organisations will ensure that any applications for special considerations as a result of disruption will be reviewed across awarding organisations to ensure consistency of decision making

In the event of disruption the centre will:

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to JCQ's [Centre emergency evacuation procedure](#).
6. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

After the exam:

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

5. Disruption to transporting completed examination papers

Criteria for implementation of the plan

- delay in normal collection arrangements for completed examination scripts/assessment evidence.

Recommended actions:

- where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, centres should seek advice from awarding organisations and should not make their own arrangements for transportation unless told to do so by the awarding organisation.

- for any examinations where centres make their own arrangements for transportation, centres should investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for Conducting Examinations.
- centres to ensure secure storage of completed examination papers until collection.

6. 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
- completed examination scripts/assessment evidence does not reach awarding organisations
- Recommended actions
- 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.

7. Centres are unable to distribute results as normal or facilitate post results services

Criteria for implementation of plan

- centres are unable to access or manage the distribution of results to candidates, or to facilitate post results services.

Recommended actions:

Distribution of results:

- centre to make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation
- centres to make arrangements to coordinate access to post results services from an alternative site
- centres to share facilities with other centres if this is possible, in agreement with the relevant awarding organisation.

Facilitation of post results services:

- centre to make arrangements to make post results requests at an alternative location
- centres to contact the relevant awarding organisation if electronic post results requests are not possible

- awarding organisations to review the post results deadlines

8. Summary of responsibilities in the event of disruption to examinations

- A clear chain of command will ensure that there is always a responsible member of centre staff to ensure the plans outlined in the is policy are carried out. This is as follows:
 - The Head of Centre (Headteacher)
 - The Exams Officer
 - The Assistant Headteacher responsible for exams
 - The Team Leader of Data, Admissions and Exams

Examination centres are responsible for:
Preparing plans for any disruption to exams as part of centres' general emergency planning
Preparing candidates for examinations
Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations
Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions
Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open
Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations
Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding organisations
Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers