

# **Examinations Contingency Plan**

**Policy Number: HBS037**

**Governor Committee: T&L**

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## Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 28/06/2022  
It is due for review in 12 months from the above date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head Teacher**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Chair of Governors**

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This Examination Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system at Hitchin Boys' School affecting 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. This Examination Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them.

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.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards. The contingencies covered have been implemented on several occasions in response to localised issues in other centres. 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 timetable
- complying with regulatory requirements in relation to assessment, marking and standards.

In the event of local disruption communication to teachers and students will take place through the Headteacher.

In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholders.

This includes communications between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public.

### **1. Disruption of teaching time (Centre closed for an extended period)**

If Hitchin Boys' School is 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 it is the responsibility of the school to prepare students, as usual, for examinations:

- In the case of modular courses, candidates should sit the examinations in the next available series
- Hitchin Boys' School should plan to facilitate teaching and learning by an alternative method or alternative location.

Guidance on emergency planning, with advice on severe weather, is available on the Department for Education website.

### **2. Disruption to the distribution of examination papers**

If the distribution of examination papers to centres in advance of examinations is disrupted:

- The awarding organisations are to source alternative couriers for delivery of hard copies.

- The awarding organisations would provide the school with electronic access to examination papers via a secure external network. The Examinations Officer must ensure that copies are received, made and stored under secure conditions.

### **3. Candidates unable to take examinations because of a crisis (Centre's remain open)**

If candidates are unable to attend due to a crisis but the school is still open – e.g. severe weather in their home area making journey to the school impossible or a sudden bereavement:

- The school can liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- The school can offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. JCQ guidance on special consideration can be accessed through the JCQ website.

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

If Hitchin Boys' School becomes closed due to extreme issues on the school site e.g. fire, bomb threat etc and is unable to open as normal for scheduled examinations:

- The school must inform each awarding organisation with which examinations are due to be taken on any days affected as soon as is possible. The responsibility for deciding whether it is safe for the college to open lies with the Headteacher (Head of centre). The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- The school should open for examinations and examination candidates only if possible
- The school should use alternative venues in agreement with relevant awarding organisations.
- In the first instance Hitchin Boys' School Sports Centre should be used. If this is not possible, candidates should be kept in isolation until their examination can be sat in the examination hall at either Hitchin Girls' School or The Priory once their candidates have left.
- The school may offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements

### **5. Disruption to the transportation of completed examination scripts**

If there is a delay in normal collection arrangements for completed examination scripts:

- The school will seek advice from awarding organisations and normal collection agency regarding collection. The school must not make arrangements for transportation without approval from awarding organisations.
- The school must ensure secure storage of completed examination scripts until collection.

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

If, due to large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked:

- The awarding organisations should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- If no such evidence is available then the candidates should retake affected assessment at subsequent assessment window.

## **7. Centres are unable to distribute results as normal**

If the school is unable to access or manage the distribution of results to candidates, or to facilitate

post results services the school should contact the awarding organisations about alternative options:

- The school will make arrangements to access its results at an alternative site.
- The school will make arrangements to coordinate access to post results services from an alternative site.
- The school will share facilities with other centres where possible.

## **8. Examinations Officer Absent / ill**

If the Examinations Officer is absent/ill:

- Additional key holders (assistant exams officer and head teacher) have access to the Exams office and secure paper storage
- All exam plans are kept on exams organiser which is accessible by SLT if required.