



Regents Park Community College

Examination Contingency Plan

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1. Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

2. Legislation and guidance

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which require all exam centres to have a written examination contingency plan/examinations policy.

3. Responsibilities

3.1 Head of centre

The Head of Centre is Mrs S Barnes, Headteacher. She will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

3.2 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by Phil Jones, Assistant Headteacher every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

5. Links with other policies

This exam contingency plan is linked to the assessment policy.

6. Contingency plan

The table below sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on a detailed Ofqual joint contingency plan published in 2015, and are consistent with Ofqual's current contingency planning guidance.

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – centre is closed for an extended period	When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this</p> <p>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</p> <p>Prioritise candidates who will be facing examinations shortly</p> <p>Advise candidates, where appropriate, to sit examinations in the next available series</p>	<p>P Jones</p> <p>C Stone</p>

<p>Candidates unable to take examinations because of a crisis – centre remains open</p>	<p>In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug</p>	<p>Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue</p> <p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p>	<p>P Jones C Stone</p>
<p>Centre is unable to open as normal during the examination period</p>	<p>In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre forces it to close</p>	<p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Open for examinations and examination candidates only, if possible</p> <p>Use alternative venues in agreement with relevant awarding organisations</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit</p>	<p>P Jones C Stone</p>

		any examinations missed at the next available series, if possible	
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	Communicate with awarding organisations to organise alternative delivery of papers Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	P Jones C Stone
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	Seek advice from awarding organisations and their normal collection agency regarding collection Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection	P Jones C Stone
Assessment evidence is not available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	P Jones C Stone

Centre is unable to distribute results as normal	In the event that the centre is unable to access or manage the distribution of results to candidates	Contact awarding organisations about alternative options Make arrangements to access results at an alternative site Share facilities with other schools/colleges if possible	P Jones C Stone
Absence of exam officers, teaching staff and/or invigilators	In the event that there is high level of sickness or absence and this leaves the ratio on supervision below what is acceptable.	Contact awarding organisations about alternative options Make arrangements to supervise the exams so they can still go ahead.	P Jones S Barnes C Stone
Lack of appropriately trained invigilators	In the event that there are a lack of trained invigilators due to sickness or absence.	Contact awarding organisations about alternative options Make arrangements to supervise the exams so they can still go ahead.	P Jones C Stone
Failure of IT systems	In the event the server is down and online assessments are planned.	Contact awarding organisations about alternative options If the exam cannot go ahead make arrangements for alternative day if possible.	P Bemmett P Jones C Stone

Lack of appropriate exam rooms	In the event that exam rooms become unavailable due to accidental damage or heating issues.	<p>Contact awarding organisations about alternative options</p> <p>Make arrangements to supervise the exams so they can still go ahead.</p> <p>Share facilities with other schools/colleges if possible</p>	<p>P Jones</p> <p>C Stone</p>
Emergency evacuation of the exam room (or centre lock down)	In the event that the fire alarm or lock down siren goes off.	<p>Contact awarding organisations with detailed account of what has occurred</p> <p>Follow school procedures for evacuation</p> <p>Carry on exam if possible once evacuation possible. If not contact the exam board to discuss alternatives</p>	<p>P Jones</p> <p>C Amos</p> <p>C Stone</p>