



Swanwick School and Sports College

Examination System Contingency Plan

THE POLICY PURPOSE

In case of localised disruption to the School, or more widespread disruption to the Examination System, the following contingencies are to be followed. Alongside internal processes, this plan is informed by the **Ofqual** Exam system contingency plan and the **JCQ** Joint Contingency Plan in the event of widespread disruption to the UK Examination System.

The plan is exhaustive and ranges from contingencies that affect only the Awarding organisations to those that affect individual pupils. Included in this document are those contingencies that are likely to affect the School and its pupils.

The key to dealing with any disruption is communication. This is particularly important with regards to any form of disruption that affects individual pupils and external examinations.

The advice in such cases is to contact the School at the earliest opportunity by telephone number 01773602198 and to contact the Exams Officer by e-mail at gbradley1@swanwicksportscollege.derbyshire.sch.uk

This document should be read in conjunction with the relevant sections of the School's website dealing with weather updates and bad weather procedures.

The term 'Centre' in this policy refers to the School's location at Hayes Lane, Swanwick, Alfreton, Derbyshire, DE551AR

1. Disruption of teaching time – Centre is closed for an extended period

Centre 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.

- Where there is disruption to teaching time and students miss teaching and learning it remains the responsibility of the Centre to prepare students, as usual, for examinations.
- In the case of modular courses, Centre may advise candidates to sit examinations in an alternative series
- Centre should have plans in place to facilitate alternative methods of learning.

2. Disruption in the distribution of examination papers

If disruption to the distribution of examination papers to the Centre in advance of examinations occurs:

- Awarding organisations to provide the Centre with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hardcopies.

3. Candidates unable to take examinations because of a crisis - Centre remains open

If candidates are unable to attend examination Centre to take examinations as normal.

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant Awarding organisations.
- Centre to offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to 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 a medical certificate or have been advised by their Centre not to attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.

4. Centre is unable to open as normal during the examination period

Centre unable to open as normal for scheduled examinations

- A centre which is unable to open as normal for examinations must inform each Awarding organisation with details of which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for a Centre to open lies with the Head of Centre. The Head of Centre is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- Centre to open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant Awarding organisations (e.g. share facilities with other Centres (e.g. Swanwick Hall School or use other public buildings, if possible).
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to Awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).

5. Emergency evacuation of the exam room (including centre lock down)

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

- Papers to be kept secure.
- Invigilator to accompany students at all times.
- Seeking/following awarding body guidance/instructions.
- Invoking actions as detailed in statutory guidance.

6. Disruption to the transportation of completed examination papers

Delay in normal arrangements for the return of completed examination scripts.

- In the first instance Centre to seek advice from Awarding organisations.
- Centre to ensure secure storage of completed examination papers until collection.

7. Assessment evidence is not available to be marked

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations
- Candidates to retake affected assessment at subsequent assessment window

8. Examination season cancelled

Unforeseen circumstances such as a Pandemic.

- Centre to follow OFQUAL and JCQ guidance on calculating and submitting marks
- Centre to submit candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations
- Marks to be moderated by relevant Teaching Staff, SLT and Exams Officer before submission.
- Students could take affected assessment at subsequent assessment window

9. Exams Officer is unable to fulfil role

Exams Officer is unable to come to work due to illness, injury or other crisis.

- Heads of Centre are able to fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership team and administration team.

