



# Examination Contingency Policy

**Approved by:** Trust Board

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**Review cycle:** Annual

**Policy Source:** The Key Model Policy

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## 1. Aims

This plan aims to ensure the school is prepared for possible disruption to exams, and that staff will understand how to manage disruption. This plan sets out how the school will comply with the awarding body's requirements and follow a consistent and effective response in the event of disruption to exams.

Where disruption arises, the school will aim to ensure that any exam or timetabled assessment can still take place if possible, e.g. by relocating to alternative premises.

In the event of disruption, any actions taken will be subject to the advice of the awarding body and any other official agencies dealing with the specific circumstances being faced.

The priority when implementing this plan will be to maintain the following three principles:

- Deliver assessments to published timetables
- Deliver results to published timetables
- Comply with regulatory requirements in relation to assessment, marking and standards

## 2. Legislation and guidance

This plan has due regard to all relevant legislation and statutory guidance including, but not limited to, the Department for Education (DfE) statutory key stage 2 test administration guidance (TAG) [Key stage 2 tests: test administration guidance \(TAG\)](#)

## 3. Roles and responsibilities

### 3.1 The local governing board

The local governing board is responsible for monitoring the success of this plan and reviewing the content on an annual basis, in conjunction with relevant members of staff.

### 3.2. Headteacher

The headteacher will ensure that this policy is brought to the attention of all relevant staff prior to the exam period every year and that it is adhered to consistently across the school. The Headteacher will ensure that this policy is kept up to date, and that it covers all aspects of examination administration. The headteacher will also ensure staff are supported and appropriately trained to undertake their duties in relation to exams.

### 3.2 Staff and invigilators

Staff and invigilators involved in the school's exam process are responsible for reading, understanding and implementing the contingency plan and familiarising themselves with, and following relevant guidance from awarding bodies and the DfE.

## 4. Monitoring arrangements

This policy will be reviewed and updated annually by the Board of Trustees.

## 5. Links with other policies

This exam contingency policy is linked to the Critical Incident and Emergency Plan and the GLT Business Continuity Plan

## 6. Contingency plan

The table below sets out our contingency plan to minimise risk to examination administration in schools across the Great Learners Trust.

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time in the weeks before an exam – school is closed for an extended period	When the school is closed and pupils are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning	<ul style="list-style-type: none"> <li>• Seek advice from awarding organisations and administering body</li> <li>• Communicate with parents, carers and pupils about the potential for disruption to teaching time and plans to address this</li> <li>• Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</li> <li>• Prioritise pupils who will be facing examinations shortly</li> <li>• Offer pupils, where appropriate, an opportunity to sit examinations in the next available series</li> </ul>	Headteacher, Senior Leadership Team
Pupils unable to take examinations because of a crisis – school remains open	In the event that pupils are unable to attend to take examinations as normal e.g. sickness bug	<ul style="list-style-type: none"> <li>• Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and pupils regarding solutions to the issue</li> <li>• Liaise with parents / pupils to identify whether the examination can be taken at an alternative venue in agreement with relevant awarding organisations</li> <li>• Offer pupils an opportunity to sit any examinations missed at the next available series</li> <li>• Apply to awarding organisations for special consideration for pupils where they have met the minimum requirements</li> </ul>	Pupil's teacher, Headteacher

<p>School is unable to open as normal during the examination period</p>	<p>In the event that the school is unable to open as normal for scheduled examinations, e.g. it is forced to close due to a fire, flood or reinforced autoclaved aerated concrete (RAAC) issue</p>	<ul style="list-style-type: none"> <li>• Inform relevant awarding organisations as soon as possible</li> <li>• Refer to emergency plans and/or health and safety policy, where appropriate</li> <li>• Decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies. Consider whether to open for examinations and examination candidates only, if possible</li> <li>• Where the school is only able to partially open, or provide space for a limited number of candidates, prioritise pupils whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned</li> <li>• Use alternative venues in agreement with relevant awarding organisations</li> <li>• Communicate any changes to plans with parents, carers and candidates</li> <li>• Apply to awarding organisations for special consideration for pupils where they have met the minimum requirements</li> <li>• Offer pupils an opportunity to sit any examinations missed at the next available series, if possible</li> </ul>	<p>Headteacher</p>
<p>Disruption in the distribution of examination papers</p>	<p>In the event that there is disruption to the distribution of examination papers to schools in advance of examinations</p>	<ul style="list-style-type: none"> <li>• Communicate with awarding organisations to organise alternative delivery of hard copies</li> <li>• If the above isn't possible, arrange with exam boards for alternative means of receiving papers, e.g. electronically via a secure external network or alternative courier</li> <li>• Have plans in place to ensure you can receive, make and store papers under secure conditions</li> </ul>	<p>Headteacher, or relevant member of SLT</p>

		<ul style="list-style-type: none"> <li>As a last resort, enquire if awarding organisation will consider rescheduling the examination</li> </ul>	
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> <li>Seek advice from awarding organisations and their normal collection agency regarding collection</li> <li>Only make alternative arrangements after approval from awarding organisation</li> <li>Ensure secure storage of completed examination papers until collection with limited personnel access</li> <li>If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the <a href="#">DfE key stage 2 test administration guidance (TAG)</a></li> </ul>	Headteacher, or relevant member of SLT
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 school destroys completed examination scripts	<ul style="list-style-type: none"> <li>Communicate this immediately to the relevant awarding organisation(s), pupils and their parents or carers</li> <li>Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement</li> <li>Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series</li> </ul>	Headteacher
School is unable to distribute results as normal or facilitate post-results services	In the event that the school is unable to access or manage the distribution of results to pupils, or to facilitate post-results services – e.g. due to failure of IT systems or a cyber attack	<ul style="list-style-type: none"> <li>Contact awarding organisations about alternative options (if digital communications aren't available, make contact by other means, e.g. phone call)</li> <li>Make arrangements to access results at an alternative site</li> <li>Share facilities with other schools if possible</li> </ul>	Headteacher

		<ul style="list-style-type: none"> <li>• Co-ordinate access to post results services from an alternative site</li> <li>• Contact the relevant awarding organisation if electronic post results requests are not possible</li> </ul>	
Disruption due to emergency evacuation	An emergency during an exam requires pupils, staff and invigilators to follow the school's lockdown and evacuation procedures	<ul style="list-style-type: none"> <li>• Candidates will be stopped from writing</li> <li>• The attendance register will be collected to ensure all candidates are presents</li> <li>• All candidates will be advised to close their answer booklet and to leave all question papers and scripts in the room</li> <li>• All candidates will be instructed to leave the room in silence and be supervised closely to ensure there is no discussion about the exam</li> <li>• A note will be taken of the time of the interruption and how long it lasted</li> <li>• All candidates will be allowed the remainder of the working time set for the exam once it resumes, if possible</li> <li>• A full report of the incident will be made and the action taken to be sent to the relevant awarding body</li> </ul>	Headteacher, or relevant member of SLT