



Great Learners Trust

Examination Contingency Policy (including Bucks Transfer Test)

Approved by: GLT Trustees

Last reviewed on: July 2023

Next review due by: July 2026

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1. Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams
- 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.

This plan also complies with our funding agreement and articles of association.

It's also based on:

- > Ofqual's [guidance on contingency planning](#)
- > JCQ's [joint contingency plan](#)

3. Responsibilities

3.1 Headteacher

The Headteacher will ensure that this policy is brought to the attention of all relevant staff prior to the exam period every year. The Headteacher will ensure that this policy is kept up to date, and that it covers all aspects of examination administration.

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.

4. Monitoring arrangements

This policy will be reviewed by the Headteacher every year in the autumn term, or well in advance of each exam series. At each review, any changes will be communicated to relevant staff, the local governing board and the trustee board. The policy will be reviewed every three years by the GLT trustee board.

5. Links with other policies

This exam contingency policy is linked to the school's Assessment for Learning Policy, the Critical Incident and Emergency Plan and the GLT Business Continuity Plan

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 the [JCQ's joint contingency plan](#), and are consistent with [Ofqual's current contingency planning guidance](#).

Adapt the table where appropriate and add any further examples that are specific to your school, such as:

- Absence of exam officers, teaching staff and/or invigilators
- Lack of appropriately trained invigilators
- Failure of IT systems
- Lack of appropriate exam rooms
- Emergency evacuation of the exam room (or centre lock down)
- Markers unable to mark papers according to schedule

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"> • Seek advice from awarding organisations and JCQ • Communicate with parents, carers and pupils about the potential for disruption to teaching time and plans to address this • Have a contingency plan to facilitate alternative methods of learning, alternative venues or both • Prioritise pupils who will be facing examinations shortly • Offer pupils, where appropriate, an opportunity to sit examinations in the next available series 	Headteacher, Senior Leadership Team

<p>Pupils unable to take examinations because of a crisis – school remains open</p>	<p>In the event that pupils are unable to attend to take examinations as normal e.g. sickness bug</p>	<ul style="list-style-type: none"> • 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 • Liaise with parents / pupils to identify whether the examination can be taken at an alternative venue in agreement with relevant awarding organisations • Offer pupils an opportunity to sit any examinations missed at the next available series • Apply to awarding organisations for special consideration for pupils where they have met the minimum requirements 	<p>Pupil's teacher, Headteacher</p>
<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. a fire at the school forces it to close</p>	<ul style="list-style-type: none"> • Inform relevant awarding organisations as soon as possible • Refer to emergency plans and/or health and safety policy, where appropriate • Open for examinations and examination candidates only, if possible • Use alternative venues in agreement with relevant awarding organisations • Apply to awarding organisations for special consideration for pupils where they have met the minimum requirements • Offer pupils an opportunity to sit any examinations missed at the next available series, if possible 	<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"> • Communicate with awarding organisations to organise alternative delivery of hard copies 	<p>Headteacher, or relevant member of SLT</p>

		<ul style="list-style-type: none"> • If the above isn't possible, arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier • Have plans in place to ensure you can receive, make and store papers under secure conditions • As a last resort, enquire if awarding organisation will consider rescheduling the examination 	
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"> • 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 • Ensure secure storage of completed examination papers until collection • If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the <u>JCQ's instructions for conducting examinations</u> 	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"> • Communicate this immediately to the relevant awarding organisation(s), pupils and their parents or carers • Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement • Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series 	Headteacher

<p>School is unable to distribute results as normal</p>	<p>In the event that the school is unable to access or manage the distribution of results to pupils</p>	<ul style="list-style-type: none"> • Contact awarding organisations about alternative options • Make arrangements to access results at an alternative site • Share facilities with other schools if possible • Co-ordinate access to post results services from an alternative site • Contact the relevant awarding organisation if electronic post results requests are not possible 	<p>Headteacher</p>
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