



## Examinations Centre Contingency Plan

Date	September 2023
Written by	Assistant Principal and Examinations Officer
Adopted by CVC LECC	
Review Date	September 2024

### Purpose of the Plan

To examine potential risks and issues that could cause disruption to the management and administration process of the Examination system affecting significant numbers of candidates. By outlining actions/procedures it is intended to mitigate the impact these disruptions have on the Centre's examination process.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that 'Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that the relevant centre staff are familiar with the plan.

Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur'.

### Additional Guidance

#### JCQ

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>  
<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>

#### GOV.UK

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings#exam-disruption>

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions>

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service%20>

Activity	Adverse Occurrence	Adverse outcome	Control Measures	Person responsible
Extended absence of teaching staff at key points in the exam cycle	Early/estimated entry information not received Final entry information not received in time No internal assessment marks provided /entered	Pre-release information not received Candidates not entered / entered late Late or other penalties charged by awarding bodies	The Exam officer will liaise with heads of faculties and / or SLT to ensure all deadlines are adhered to. Exams officer / SLT will contact awarding bodies for advice	HA AP HOFS
Extended absence of Exams officer at key points in the exam cycle	Estimated entry information not inputted Candidates for vocational / BTEC courses not entered Candidates not entered by deadline Internal exams not organised External exams not prepared for Access arrangements for BTEC and awarding bodies not applied for Results not downloaded / given out	Pre-release material not received by teaching staff No entries / late fees Students do not experience the exam situation No rooms booked/ site staff not aware of requirements/exam timetables not prepared / invigilation schedules not prepared Students do not receive access arrangements  Students do not get results on the correct day / late	Heads of faculties liaise with SLT / Data manager to obtain information from SIMS and teachers to input estimated entries / phone awarding bodies for advice As above to enter candidates for all examinations including vocational. BTEC quality nominee enters students for BTEC HOFS organise internal exams and invigilation SLT liaise with all staff re external exam requirements. Data manager sends out statements of entries and the exam timetable SENCO submits all AA within the time frame and organises the support required for all students in their exams. SLT / data manager downloads results and print	AP HOFS CL
Exam officer Absence on exam day	EO has keys to secure access exams cupboard EO has all seating plans /clashes/access arrangements /invigilation information Exam paper dispatch	Exam papers unavailable / delayed start to exam Students and staff unaware of rooming / times Exams papers not dispatched	Data manager has duplicate set of keys to exams cupboard and secure storage All seating plans / student timetables organised on Bromcom examinations Students have detailed timetables in advance Invigilators know their dates /times invigilation in advance All AA rooming / support organised in advance. SLT / Data manager / invigilation support dispatch papers, labels in folder by date/ packaging in exams storage	CL DMcG (site) Invigilators
Computer / internet malfunction	Exam entries / amendments cannot be made	Exam board deadlines not made resulting in late entry fees	Inform IT support Contact awarding bodies for advice Make paper entries if necessary	HA AW
Non receipt of exam papers	Unable to hold exam / delayed start	Delays and upset to student	Maintain rigorous checks on the receipt of exam papers Contact awarding bodies Special consideration applied for where they have met the minimum requirements	HA AP
Centre unable to open as normal during the exams period	Unable to hold exams / delayed start	Delays / students futures affected / upset students	Head decides if centre should be opened just for examinations Awarding bodies notified immediately Alternative venue (Cottenham Primary School and Waterbeach Primary School) Special consideration applied for (see note above)	ZA HA SP (Operations)
Fire alarm / fire /lockdown during exams	Evacuation of exam rooms	Lives endangered/ exam venue not useable/ spoilt exam papers/ upset students / additional time needed	Evacuation procedures in place for exams Invigilators aware of procedures Students aware of meeting place for exams Adequate fire alarms in full working order Security of exam and papers must be maintained Note of length of disturbance noted and added on.	AP –SLT Invigilators HA Students DMcG – site
Candidate /s unable to attend	Exam not taken	Student/s not get grade / upset	Identify if exam can be taken at an alternative venue	HA AP

exam (circumstances beyond their control) Wrong entry / tier made		Affects students grade / student(s) upset	Contact awarding bodies Apply for special consideration (see note above) Students check statements of entry Subject teachers sign off entry codes and tiers before entries submitted	Subject teachers Students HA
Student taken ill in exam		Possible disruption to other students	First aider called if appropriate Student removed from exam room if possible Special consideration applied for – all students	Reception Invigilators HA
Student late for exam		Disrupts other students / upset student/ time constraints on room for full time allowance	Late students identified in exam hall and reception asked to contact home Reception to inform EO /SLT of late arrival Invigilators / EO to be made aware of late student in exam room Centre discretion as to whether the student can sit the exam (refer to JCQ guidance) depending on arrival time and official exam completion time Very late students need to be reported to the awarding body	AP HA Reception Invigilators
Student caught cheating / being disruptive in exam	Malpractice	Possible disruption to other students No grade awarded for that exam / any exam from that exam board/ any exams from any exam board	Candidate warned by invigilators Invigilators report problem at the time / after exam depending on situation Student continues exam after warning / is removed from exam EO and SLT deal with malpractice if continues after warning Candidate informed of possible consequences Malpractice form completed	Invigilators AP – SLT HA
Cyber attack		Corruption/loss of exams data	Inform IT Support / Data manager Contact awarding bodies for advice/instruction	HA CL JD
Disruption to transporting completed exam papers / NEA work	Yellow label collection service unavailable / postal strikes	Exam papers not collected in correct timescale / NEA work not despatched in time	Contact exam boards for advice and instructions Make own arrangements to drop off papers at DHL depo / post office Secure storage of papers/work until arrangements can be made	HA