

# Northampton School for Boys Examinations Contingency Plan

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## 1. Aims of the Exam Contingency Plan

The Exam Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system. All awarding organisations have their own contingency plans in place to respond to such disruptions. This Exam Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. The plan will be implemented in the event of major disruption to the system, such as a bomb threat, widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency. Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards. The priority when implementing contingencies will be to meet published timetables and comply with regulatory requirements. If the situation cannot be resolved, the Senior Leadership Team will meet to agree further actions.

## 2. Emergency situations

In the event of an emergency, such as the fire alarm going off, during an examination the JCQ Emergency procedures will be followed. The Significant Person and / or Invigilators will halt the examination and instruct candidates to stop writing, leave all examination papers and scripts on the desk and evacuate the examination room. The time of disruption will be noted and Invigilators will take the attendance register to ensure that all candidates have been evacuated and returned following the end of the emergency. Candidates will be instructed not to talk to others and will be accompanied by the invigilators to a safe place away from other students at the centre where they will be kept in silence at a distance from each other to prevent communication. When the emergency is over, all candidates will return to the examination room(s) in silence and the invigilators will note the start time of the resumption of the examination(s) and ensure that all candidates receive the full allocated time.

## 2. Communications

In the event of local disruption, communication to teachers, students and parents/carers will be conducted by the Exams Officer following agreement with the Assistant Headteacher i/c of exams. Candidates and their parents/carers will be informed of any change in arrangements such as using alternative venues or if that is not possible they will be informed of the possibility that an exam result may be generated by the awarding body based on factors such as the candidate's performance in other assessments in the same subject. There

may be the opportunity for a pupil to sit a missed exam later in the year.

In the event of major national disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website ([www.ofqual.gov.uk](http://www.ofqual.gov.uk)) and proactively communicated to relevant stakeholders. This includes communications between the organisations involved in the response and stakeholders such as centres, candidates, parents or carers and the public.

### **3. School Closure or exam room unavailable on exam day**

If the school is closed or candidates are unable to access the exam room then the Exams Officer and the Assistant Headteacher i/c of exams will look into the possibility of running the exams at an alternative venue.

### **4. Disruption in the distribution of examination papers**

If the distribution of examination papers to centres is disrupted, the awarding organisations will use alternative couriers for delivery of hardcopies. If that is not possible, the awarding organisations would provide the school with electronic access to examination papers via a secure external network. Awarding organisations would fax examination papers to centres if electronic transfer is not possible. The Exams Officer will ensure that copies are received, made and stored under secure conditions.

### **5. Disruption to the transportation of completed examination scripts**

If there is a delay in normal collection arrangements for completed examination scripts the school will seek advice from awarding organisations. The school must not make arrangements for transportation without approval from awarding organisations. The school must ensure secure storage of completed examination scripts until collection.

### **6. Centres are unable to distribute results as normal**

If the school is unable to access or manage the distribution of results to candidates or to facilitate post results services, the Exams Officer or Assistant head i/c of exams will contact the awarding organisations about alternative options such as using an alternative site.

### **7. Special consideration**

If a candidate is unable to take an exam, the Exams Officer can apply to awarding organisations for special consideration for candidates who have met certain minimum requirements. JCQ guidance on special consideration can be accessed through the JCQ website:

[www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance](http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance).

### **8. National Guidance (Pandemic)**

In the event of the school being directed to follow National Guidance regarding pandemic protocols, or lockdown procedures, such documentation will be carefully considered and acted upon by the Assistant Headteacher in charge of exams. This will include guidance from the Government, Public Health England (and its local representatives) the Awarding Bodies and local interested stakeholders. The safety of staff and students must remain the school's priority at all times.