

# Contingency Plan Policy – External Examinations

## THE HUB SCHOOL



Transforming Lives

Approved by:

A handwritten signature in black ink that reads "M. W. Green." with a horizontal line underneath.

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## 1. Aims

The aims of this plan are:

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

## 3. Responsibilities

### 3.1 Head of centre

The head of centre is **Acting Head Teacher Mrs Ruth Patterson**, she will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

### 3.2 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

## 4. Monitoring arrangements

This policy will be reviewed by **Jon Badman** every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

## 5. Links with other policies

This exam contingency plan is linked to the assessment policy, Exams Procedure Policy, Fair Assessment Policy, Appeals Procedure Policy, Non –Examination Assessment Policy, External Examinations Policy, Controlled Assessment Policy , Exam Access Arrangements Policy, Malpractice and Maladministration Policy

## 6. Contingency plan

Problem	Solution	Additional Notes
<b>Exams Officer Absent</b>	Senior allocated member of staff follows procedure for exam paper security. Uses register to check number of candidates to number of papers. Check exam room to make sure it is compliant and check exam literature for invigilator is available and correct. Check invigilator paperwork – verification and witness paperwork is correct and readily available. Display exam start and finish time and run exam. At the end of the exam parcel up the scripts and attendance records included in the parcel. Put spare copies of exams and attendance records and invigilation record in the safe.	Check for clock, attendance records, instruction for emergency evacuation, exam JCQ guidance literature and check lighting.
<b>Exams Officer Delayed</b>	Senior allocated member of staff. Check exam room to make sure it is compliant. Prepare exam scripts for use. Check attendance records against script allocation. Inform candidates if necessary about delay. Make sure scripts are secure until arrival of Exams Officer.	
<b>Exams Officer delayed past start of exam slot</b>	Senior allocated member of staff. Check exam room to make sure it is compliant. Prepare exam scripts for use. Check attendance records against script allocation. Inform candidates if necessary about delay. Make sure scripts are secure until arrival of Exams Officer.	If more than one exams is running in close proximity inform all other candidates and keep papers secure until arrival of Exam's Officer.
<b>Invigilator fails to arrive</b>	Telephone invigilator to ascertain issue. Call relief invigilators to dispatch immediately – if necessary. Allocate staff member to take charge of the exam invigilation. Where possible Exams Officer should step in to cover with another staff member. Staff the exam with available staff using the correct procedure so that the exam runs on time.	

<p><b>Malpractice or Cheating</b></p>	<p>If more than one candidate is taking the exam do not disrupt other candidates. Observe and record the behaviour. If the candidate is disrupting others alert exam runner to inform the Exams Officer who will remove the candidate and deal with the candidate as per the JCQ instructions. The flow of the exam should not be disrupted to give the other candidates the best possible opportunity to achieve. If it is a single candidate in form the runner to alert Exam's Officer. Exams Officer to make a decision and deal with the situation as per JCQ instructions. All appropriate parties will be informed.</p>	
<p><b>Fire Alarm or other Emergency</b></p>	<p>Ascertain validity of situation. If valid evacuate candidates. If able remove papers and give to Exam's Officer. If no time evacuate room and lock exam room and make note of time. Inform exam board and await instruction. Candidates should be removed to a safe place but still under exam conditions. If appropriate on return inspect exam room. Re start exam note times and record issues and all timings for the exam board.</p>	<p>If no restart – await instruction from the exam board.</p>