EXAM CONTINGENCY POLICY

TRINITY CHURCH OF ENGLAND HIGH SCHOOL	**Reviewed by:**	Governors' Curriculum Committee
	Approved by:	Full Governing Body
	Date approved:	15th July 2025
	Date adopted:	1st September, 2025
	Next review due by:	End of 2027/28 academic year

Centre Number: 32440

AIM/PURPOSE

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Trinity CE High School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

GENERAL PRINCIPLES

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 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."*

EXAM CONTINGENCY AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

Causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process

The department is structured with an Exams Officer a Senior Invigilator and overseen by the Director of Studies.

In a period of extended absence, the Senior Invigilator would take responsibility for carrying out the duties of the Exams Officer and would work in consultation with the Director of Studies. The Deputy Head for staffing and the Deputy Head for curriculum would advise the Head Teacher on the appropriate reallocation of responsibilities. All members of the invigilating team regularly receive training and colleagues involved in the administration of key processes are trained on how to carry out processes and who to contact when difficulties arise.

2. SENCo extended absence at key points in the exam cycle

In the event of the extended absence of the SENCo, appropriate reallocation of responsibilities would be decided upon by the Head Teacher following advice from Deputy Head for staffing and the Deputy Head for curriculum.

3. Teaching staff extended absence at key points in the exam cycle

In the event of a period of extended absence of a member of the teaching staff, the member of Leadership Team with line management responsibility for that curriculum area would arrange teaching cover from within the staff team and/or the wider staffing establishment at the School. New staff providing cover would be briefed as part of their induction process on arrangements for assessment and examinations. Their practice in terms of assessments would be monitored by the Leadership Team colleague with line management responsibility for that department.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

New invigilators undergo training by the Exams Officer and complete a period of shadowing, following appointment. They are permitted to work independently once they; and the Exams Officer are happy that they are competent and confident in processes and procedures. Annual training sessions are held in October for all invigilators in order to refresh their knowledge and communicate JCQ regulation changes and update local information. The school retains a pool of approximately 15 invigilators. When invigilators resign/retire from the pool, recruitment procedures are begun. A member of the leadership team or a pastoral tutor is present for all exams.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

The majority of exams are accommodated in the Sports Hall, Gym, Dance Studio and standard size classrooms/ICT suites and the exam team works closely in order to utilise rooms effectively. As a priority, rooms will always be made available.

6. Failure of ICT systems

The school endeavors to minimize any ICT disruption via resilient design and preventative maintenance. In the event of an issue this would be dealt with by the ICT support team who test and update the systems on a regular basis. Where such failure impacted on scheduled exams, steps would be taken to resolve the problem as quickly as possible.

7. Centre unable to open as normal during the exams period

In the event of the Centre not being able to open as normal, appropriate communication with the relevant Awarding Bodies would be undertaken by the Exams Officer and alternative options would be explored such as moving exams to an external location (such as the University campus, leisure centres, hotels, local schools, etc. and appropriate transport arrangements would be made). All arrangements would be agreed with the Awarding Body before being put in place. In such instances, details would be communicated to candidates via the school's website, email and text facilities. Staff involved in exams (including invigilators) would be contacted by email, telephone and text.

8. Candidates unable to take examinations because of a crisis – Centre remains open

Response is dependent on the type of issue. The procedure for absence is outlined in the examinations policy, a copy is on the school's website. If a candidate is able to sit the exam

but cannot attend the Centre due to a crisis, appropriate communication with the relevant Awarding Bodies would be undertaken by the Exams Officer and alternative options would be explored (home, hospital, alternative Centre etc.). Appropriate use of Special Consideration policies would be applied should the candidate/candidates be unable to attend due to unforeseen circumstances and where alternative arrangements could not be made or are not agreed by the Awarding Body.

9. Disruption to the transportation of completed examination scripts

All scripts are returned using the designated dispatch methods prescribed by the Awarding Body concerned. Where this becomes unavailable or inappropriate, the Awarding Body will be contacted to discuss suitable alternatives.

10. Emergency evacuation of the exam room

In the event of an emergency, such as the fire alarm sounding during an exam, the senior invigilator will follow the 'Emergency Evacuation Procedure for Examinations' a copy of which is in all exam venues. The fire alarm at Trinity has a warning five minute bell and only sounds continuously if a second alarm is triggered or three minutes lapses and the alarm has not been cancelled.

11. Assessment evidence is not available to be marked

In the event of large scale damage or destruction of completed examination scripts/assessment evidence before it can be marked, the Exam Officer would notify the Awarding Body immediately for advice and further instructions. Student marks would be submitted based on appropriate evidence and candidates would be given the opportunity to retake in a subsequent series.

12. Centre unable to distribute results as normal

The Centre distributes the results 'as normal' via collection by learner from Trinity on Results Days. Where learners do not collect results in person, these will be stored securely in school until they can be collected. Results slips can be posted home by prior arrangement if the candidate brings a stamped addressed envelope addressed to them to be posted to the contact address listed in our school records

Further guidance to inform and implement contingency planning:

Ofqual

Guidance

What schools, colleges and other centres should do if exams or other assessments are seriously disrupted

Updated 7 May 2024

https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted

GOV.UK

Guidance

Emergency planning and response for education, childcare, and children's social care settings

Updated 10 May 2023

https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings#severe-weather

Guidance

Dispatch of exam scripts guide

Updated 13 May 2025

https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide

JCQ

Guidance on *alternative site arrangements*

Alternative_site_guidance_notes_2024_FINAL.pdf

Instructions for conducting examinations

'ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications

Guidance on *access arrangements and special consideration*

Access Arrangements, Reasonable Adjustments and Special Consideration - JCQ Joint Council for Qualifications

Joint Council for Qualifications

Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC Notice to

Centres – examination contingency plan/examinations policy

(For the attention of heads of centre, senior leaders and examination officers)

All centres must have an examination contingency plan/examinations policy on file for inspection.
The examination contingency plan/examinations policy should cover all aspects of examination administration. It will allow senior leaders to have a robust contingency plan in place, minimising risk to examination administration and any adverse impact on students, should the head of centre, relevant senior leader(s), examinations officer or any other key staff essential to the examination process be absent at a critical stage of the examination cycle.
Centres should also consider the potential impact of other events such as flooding or a cyber attack.
To reduce bureaucracy and burden for schools and colleges, a particular format or template will not be specified. We believe that senior leaders within schools and colleges are best placed to determine their own examination contingency plan/ examinations policy.
The joint contingency plan for the examinations system in England, Wales and Northern Ireland, which can be downloaded from Ofqual's website:
https://www.gov.uk/government/publications/exam-system-contingency-planengland-wales-and-northern-ireland
and the JCQ document Preparing for disruption to examinations:
Preparing for disruption to examinations - JCQ Joint Council for Qualifications
are good starting points. They will provide a framework for senior leaders to build and shape a plan/policy in light of their local circumstances

MONITORING AND EVALUATION

This will be carried out by the Exams Officer and Director of Studies in liaison with the Head. Changes will be recommended to the Governors' Curriculum Committee and ratified by the Full Governing Body.