

**The Bicester School**



## **Examination Contingency Plan**

Policy Review Date: September 2023



## **Examination Contingency Plan**

### ***Contingency Planning***

Schools should prepare plans for any disruption to examinations as part of their general emergency planning, and ensure that the relevant staff are familiar with these plans. This is the responsibility of the Headteacher, Leadership team and the Examinations Officer.

If the Headteacher decides to close the School they will discuss alternative arrangements with the relevant awarding organisation.

It is the Headteacher's responsibility to ensure that parents/carers are kept informed of any decisions by issuing notifications on the School website and/or sending out text messages.

*In addition, in the event of the centre being unavailable for examinations in the event of a Covid-19 related incident, the school will follow Public Health England advice.*

### ***Absence of the Exams officer - Escalation Policy***

The Headteacher and Leadership team are to ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging students, if the need arises. There is capacity within the organisation to cover short-term absence of the exams officer, if the majority of preparatory administrative work has been completed in advance. In cases of the Exams Officer's longer term absence, or where more technical support is required, the involvement of suitable staff from ALET will be sought.

**School context** *The Bicester School forms the Bicester Learning Campus with Bicester Technology Studio, both ALET schools. Both schools are run by an executive Headteacher, based at the Bicester School. The schools operate as two separate centres but staff work together and share resources where possible.*

### **Short term absence**

The Assistant Exams Officer will stand in for the Exams Officer and oversee the day to day running of the exams office. If the Exams Officer is able to answer emails and telephone calls, they will work together this way. If the Exams Officer is not able to do this, the

Assistant Exams officer can seek support from the Exams Officer at Bicester Technology Studio.

The Deputy Headteacher will support and provide guidance to the Assistant Exams Officer.

If the Deputy Headteacher is absent, an Assistant Headteacher, who previously line managed the Exams Officer, will provide the support and guidance.

If the Assistant Exams Officer is also absent, the Deputy Headteacher will seek support from the Exams Officer at Bicester Technology Studio.

### **Long term absence**

Where possible, the Exams Officer and Bicester Technology Studio will work with the Assistant Exams Officer at The Bicester School.

Extra support will be sought from ALET, the trust that both schools belong to.

Any changes will be overseen by the Deputy Headteacher who will support and provide guidance to the Assistant Exams Officer.

### ***National Incident***

The School will take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check the School website for up to date statements. **In addition, in the event of the centre being unavailable for examinations in the event of a Covid-19 related incident, the school will also follow Public Health England advice.**

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

If there is a disruption to the distribution of examination papers to centres in advance of examinations the School will contact the awarding organisations who should be able to provide the School with electronic access to examination papers via a secure external network.

The Examinations officer will ensure that copies are received, made and stored under secure conditions.

Alternatively the awarding organisations can source alternative couriers for delivery of hardcopies of examination papers to the School.

### ***School is unable to open as normal during the examination period***

If possible the School will remain open for examinations and examination candidates only.

If the School is unable to open for examinations, the Examinations Officer will inform each awarding organisation with which examinations are due to be taken as soon as is possible.

The responsibility for deciding whether it is safe for the School to open lies with the Headteacher. *In addition, in the event of the centre being unavailable for examinations in the event of a Covid-19 related incident, the school will also follow Public Health England advice.*

The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the School is able to open.

Alternatively the School may use other venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public buildings, if possible)

The Headteacher/Leadership team are to advise the Exams officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable the Exams officer to submit the information to all the relevant awarding Bodies.

For certain candidates; the School may be able offer an opportunity to sit any examinations missed at the next available series.

The School may also apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

### ***Specific Bad Weather Contingency Plan***

When possible the School will remain open for examinations and examination candidates only.

The Headteacher has recruited a group of School staff who live locally and can walk in on bad weather days in order to operate timetabled examinations as per the timetable. Staff will be contacted by text when necessary.

The school shall notify parents/carers by issuing notifications on the School website and via local radio.

Where a pupil misses an exam because of bad weather the School will discuss their circumstances with the relevant awarding organisations. The action to be taken will aim to safeguard the interests of candidate whilst also maintaining the integrity of the exams.

### ***Candidates unable to take examinations because of a crisis - School remains open***

If candidates are unable to attend School to take examinations as normal, the School will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.

Alternatively the School can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they will be informed that special consideration rules will not apply.

JCQ guidance on special consideration can be accessed through the JCQ website:

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

### ***Disruption to the transportation of completed examination papers***

If there is a delay in normal collection arrangements for completed examination scripts the School will seek advice from awarding organisations and the normal collection agency (Parcel Force) regarding collection. The School will not make arrangements for transportation without approval from awarding organisations.

The School will ensure secure storage of completed examination papers until collection.

### ***Assessment evidence is not available to be marked***

If large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked, the awarding organisations are to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations. The candidates can then retake affected assessment at a subsequent assessment window.

### ***School is 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 they will make arrangements for pupils to access results at an alternative site.