



Exam Contingency Plan

Policy/Procedure creator: Cressida Harrington

Policy/Procedure created/reviewed: 24/05/2022

Centre Name	Chulmleigh Community College
Centre Number	54123
Date plan first created	01/11/2021
Current plan approved by	Head of Centre: Michael Johnson
Current plan reviewed by	Exams Officer: Cressida Harrington
Date of next review	01/11/2022

Key staff involved in exam contingency planning

Role	Name(s)
Head of centre	Michael Johnson
Senior leader(s)	Neil Payne (Deputy Head of Centre)
Exams officer	Cressida Harrington
ALS lead/SENCo	Kelly Dighton
Other staff (if applicable)	Not Applicable

This plan is reviewed and updated annually to ensure that exam contingency planning at Chulmleigh Community College is managed in accordance with current requirements and regulations.

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exam process.

By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process at Chulmleigh Community College.

Alongside internal processes this plan is informed by the Ofqual **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication, 'What schools and colleges and other centres should do if exams or other assessments are seriously disrupted' and the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the **JCQ notice Preparing for disruption to examinations** (effective from 11 October 2021).

This plan details how Chulmleigh Community College complies with the JCQ's **General Regulations for Approved Centres** (section 5.3, Centre management) by having in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency.

Possible causes of disruption to the exam process

1. Exams officer absence at key points in the exam process (exam cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited

Entries

- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams

- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- confidential exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time

- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking to awarding bodies

Results and post-results

- access to examination results affecting the distribution of results to candidates
- the facilitation of post-results services

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- Head of Centre to appoint member of administrative staff to take over responsibilities, should the absence of the Exams Officer have a potential to affect the meeting of deadlines
- Exams Officer to create an administrative library, for other nominated administrative staff member(s) to access
- Exams Officer to create and maintain training manual/powerpoint for invigilators and exam support staff
- Administrative library to be updated annually by the Exams Officer; to ensure that all accessible

documentation is current and relevant

- Exams Officer to produce an annual exam plan, to be included within the administrative library.
- Member of SLT, responsible for oversight of exams, will ensure appointed administrative staff is aware of priorities
- Appointed member(s) of administrative staff to refer to www.theexamsoffice.org for detailed instructions on all exam procedures. Log in to be provided
- Head of Centre to report any long term absence to the awarding bodies and the MIS provider (SCOMIS), to notify of interim contact name(s) – should they need advice or to make contact

2. ALS lead/SENCo extended absence at key points in the exam process (exam cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

Planning

- candidates not tested/assessed to identify potential access arrangement requirements
- centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- evidence of need and evidence to support normal way of working not collated

Pre-exams

- approval for access arrangements not applied for to the awarding body
- centre-delegated arrangements not put in place
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff (facilitators) providing support to access arrangement candidates not allocated and trained

Exam time

- access arrangement candidate support not arranged for exam rooms

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- Head of Centre responsible for ensuring the SENCo role is covered, should absence have the potential to disrupt exam

preparation

- Exams Officer to be notified by the SENCo department of confirmed access arrangements immediately after the deadline of the applications for access arrangements in February
- Exams Officer to ensure that all preparations to facilitate the exams for candidates with access arrangements

are in place well in advance for the summer series; in consultation with the SENCo department

- Head of Centre to nominate a deputy to cover the role/task

- Head of Centre to appoint external qualified assessor to test candidates

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

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking
- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- Exams Officer responsible for ensuring deadlines are met for estimated entries and final entries, to the awarding bodies. Any omissions to be referred to Head of Centre
- Subject Heads of Departments should liaise with Exams Officer to relay details of entries, coursework /assessment marks in the absence of teaching staff
- Head of Centre to be responsible for ensuring the priority for teaching of the examination cohort. Staff will be covered in good time, by trained professionals, in all circumstances

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

Criteria for implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- Head of Centre to be informed if recruitment is necessary
- Exams Officer responsible for the recruitment and training of Exam Invigilators in the autumn term, in preparation for the summer exam series
- Exams Officer to devise an invigilator timetable for the exam series, to ensure that the correct numbers / required ratio of Exam Invigilators are present at each timetabled exam

- Exams Officer to ensure that there are additional trained Exam Invigilators available to assign each day, should

an absence arise

- In the event of a lack of appropriately trained invigilators/exam support available during an exam series, the Head of Centre and/or SENCo will identify members of staff to undertake those roles. The exams officer will ensure the staff are trained and have access to JCQ guidance documents and centre specific information including the Exam Invigilator Handbook

5. Exam rooms - lack of appropriate rooms or main venue(s) unavailable at short notice

Criteria for implementation of the plan

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an unexpected incident at exam time

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, make use of other available rooms within the centre, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body
- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, move to alternative venue, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned

Alternative venue details:

- Alternative venues within the College to be made available by teaching staff in the event of an unexpected

incident

- Alternative rooms available: Heywood Hall and classrooms that the cohort would have been previously taught

in, at the time of the exam

- If essential, alternative site(s) may be accessed to accommodate the cohort of exam candidates, should the usual Centre exam room(s) not be available due to emergency circumstances: Chulmleigh Primary School Hall

(ref: Lully Newman), Chulmleigh Pavilion (ref: Mr Howard Meadows)

- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or venue
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Communication details:

- Communication with candidates and where appropriate parents/carers will be through Class Charts, MyEd messages and email
- Any information/communication will also be updated on the College website and through our social media platforms
- ensure the secure transportation of question papers or assessment materials to the alternative venue
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

No other actions identified

6. Failure of IT systems

Criteria for implementation of the plan

- MIS/IT system failure at final entry deadline
- MIS/IT system failure during exams preparation
- MIS/IT system failure at results release time

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- Exams Officer to complete all exam entries with the awarding bodies well in advance of the deadline, to avoid hindrance to the process
- Exams Officer to provide the I.T Department with the key dates within the exams cycle, to ensure the smooth running of downloads. The MIS provider is already aware of these dates
- If there is an IT failure on the date of the deadline and entries are still outstanding, Exams Officer to contact the awarding bodies directly to arrange alternative methods of information exchange
- Head of Centre to be informed of any failures

7. Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan

- Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- refer to and invoke its (exams) emergency evacuation policy/procedure in line with JCQ's 'Centre emergency evacuation procedure' (or its (exams) lockdown policy)
- contact the relevant awarding body as soon as possible and follow its instructions
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

- If authorised and safe to do so, candidates to return to the exam room(s) under the continued supervision of the Head of Centre, Exams Officer and Exam Invigilators
- In the absence of any instruction from the relevant awarding body, the Head of Centre should assume that any time tabled exam should take place if it is possible to do so. In this instance an alternative venue must be sought.

Alternative rooms available within the College: Heywood Hall and classrooms that the cohort would have been previously taught in, at the time of the exam

- If essential, alternative site(s) may be accessed to accommodate the cohort of exam candidates, should the usual Centre exam room(s) not be available due to emergency circumstances: Chulmleigh Primary School Hall

(ref: Lully Newman), Chulmleigh Pavilion (ref: Mr Howard Meadows)

8. Disruption of teaching time in the weeks before an exam - centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- recognise it remains the responsibility of the centre to prepare students, as usual, for examinations
- facilitate alternative methods of learning
- communicate with candidates (and where appropriate, parents/carers) information relating to alternative methods of learning

Communication details:

- Communication with candidates and where appropriate parents/carers will be through Class Charts, MyEd messages and email
- Any information/communication will also be updated on the College website and through our social media platforms
- take advice offered by the awarding body regarding alternative arrangements for conducting examinations that may be available
- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date

Other centre actions:

- Where possible lessons will be delivered via a virtual platform
- Each subject will upload resources, set tasks and homework through Class Charts
- All completed work submitted through Class charts and teaching staff to mark and provide feedback via the platform
- Supply of a laptop and/or assistance with access to the internet will be available for those students who require it

9. Candidates at risk of being unable to take examinations - centre remains open

Criteria for implementation of the plan

- (updated 18 October 2021) Candidates at risk of being unable to attend the examination centre to take examinations as normal

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- discuss alternative arrangements with the awarding body if a candidate misses an exam or loses their assessment due to an emergency, or other event, outside of the candidate's control
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body, ensuring the secure transportation of questions papers or assessment materials to the alternative venue
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Communication details:

- Communication with candidates and where appropriate parents/carers will be through Class Charts, MyEd messages and email
- Any information/communication will also be updated on the College website and through our social media platforms
- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

- Exams Officer to liaise with SENDCo, students and parents to find an alternative venue. If an alternative venue is

required, appropriate exam awarding body and Centre paperwork to be completed and submitted by the Exams Officer

- Procedures for individual candidate absence outlined to students in "Guidance for students and Parents" handbook, provided each year in October

10. Centre at risk of being unable to open as normal during the examination period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- (updated 18 October 2021) Centre at risk of being unable to open as normal for scheduled examinations

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open
- contact the relevant awarding body as soon as possible and follow its instructions
- discuss alternative arrangements with the awarding body if the exam or assessment cannot take place
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Communication details:

- Communication with candidates and where appropriate parents/carers will be through Class Charts, MyEd messages and email
- Any information/communication will also be updated on the College website and through our social media platforms
- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

- Open College/Centre to students for examinations only, if possible

11. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- understand that as a last resort, and in close collaboration with centres and regulators, awarding organisations will consider scheduling of the examination on an alternative date
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Other centre actions:

- Exams Officer to keep a log of all exam papers received and to monitor the late arrival/absence of exam papers

12. Disruption to transporting completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts/assessment evidence

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- (updated 18 October 2021) where examinations are part of the national 'yellow label' service or where awarding bodies arrange collections, contact the relevant awarding bodies for advice and instructions and will not make its own arrangements for transportation unless told to do so by the awarding body
- (updated 18 October 2021) for any examinations where the centre makes its own collection arrangements, investigate alternative options that comply with the requirements detailed in the JCQ publication 'Instructions for Conducting Examinations'
- ensure the secure storage of completed examination scripts until collection

Other centre actions:

No other actions identified

13. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
- Completed examination scripts/assessment evidence does not reach awarding organisations

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- liaise with the awarding body to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body
- where marks cannot be generated by awarding body, inform candidates they may need to retake the affected assessment in a subsequent assessment series

Other centre actions:

- It is the responsibility of the Head of Centre/Exams Officer to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers

14. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- make arrangements to access its results at an alternative venue/share facilities with another centre if this is possible, in agreement with the relevant awarding body
- make arrangements to coordinate access to post results services from an alternative venue

Alternative venue details:

To be confirmed

- make arrangements to make post results requests at an alternative location
- contact the relevant awarding body if electronic post results requests are not possible
- inform candidates of any alternative arrangements in place for the distribution of results and the facilitation of post-results services

Communication details:

- Communication with candidates and where appropriate parents/carers will be through Class Charts, MyEd messages and email
- Any information/communication will also be updated on the College website and through our social media platforms

Other centre actions:

- Head of Centre to inform transition schools and colleges
- Head of Centre to inform subject Heads of Departments, if the the post-results services becomes affected

15. Any other cause of disruption to the exam process

Cause of disruption

- Head of Centre extended absence at key points in the exam process (exams cycle)
- Candidate testing positive for COVID-19

Centre actions to mitigate the impact of the disruption listed above

- If the Head of Centre is absent for an extended period then the responsibilities will be covered by the Deputy Head of Centre
- Where possible the Head of Centre will work remotely
- In the event of both Head of Centre and the Deputy Head of Centre being absent for an extended period then the responsibilities will be covered by the member of SLT in charge of Examinations
- For duties and responsibilities in the event of the head of centre, or a member of the senior leadership team with oversight of examination administration being absent, please refer to the Escalation Process
- In the event of a candidate testing positive for COVID-19 we would follow the current guidance from Public Health England as well as following the test and trace procedures within school to identify all recent contacts with the student. This will determine if individual candidates, classes or the whole year group bubble will need to isolate
- If any candidate or group of candidates are self-isolating and therefore unable to sit an exam the school would apply for Special Considerations provided candidates have completed a minimum of 25% of the assessments or advise the candidates to enter exams in the next exam series
- No candidate will be allowed in the exam room if they are displaying COVID-19 symptoms

Further guidance to inform procedures and implement contingency planning

Ofqual

Ofqual guidance extract taken directly from the **Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted**

(updated 30 September 2021)

Contingency planning

You should prepare for possible disruption to exams and other assessments and make sure staff are aware of these plans.

Covid specific guidance:

When drafting contingency plans, you should consider the following guidance:

- **actions for schools during the coronavirus outbreak** from the Department for Education in England (www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)
- **actions for FE colleges and providers during the coronavirus outbreak** from the Department for Education in England (www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision)
- **responsibility for exams** from the Department for Education in England (www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series)
- **vocational, technical and other general qualifications in 2022** from Ofqual (regulator) (<https://www.gov.uk/government/collections/vocational-technical-and-other-general-qualifications-in-2022>)
- **GCSE, AS and A level qualifications in 2022** from Ofqual (regulator) (www.gov.uk/government/collections/gcse-as-and-a-level-qualifications-in-2022)
- **education and childcare: coronavirus** from Welsh Government (<https://gov.wales/education-coronavirus>)
- **Qualifications Wales homepage** from Qualifications Wales (regulator) (www.qualificationswales.org/english/)
- **coronavirus (COVID-19): guidance for school and educational settings in Northern Ireland** from Department of Education in Northern Ireland (www.education-ni.gov.uk/publications/coronavirus-covid-19-guidance-school-and-educational-settings-northern-ireland)
- **coronavirus (COVID-19) (information from CCEA)** – information on vocational, technical and general qualifications from CCEA Regulation (<https://ccea.org.uk/regulation/coronavirus>)

General contingency guidance

- **emergency planning and response** (www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings) from the Department for Education in England
- **school organisation: local-authority-maintained schools** from the Department for Education in England (www.gov.uk/government/publications/school-organisation-maintained-schools)
- **exceptional closure days** (www.education-ni.gov.uk/articles/exceptional-closure-days) from the Department of Education in Northern Ireland
- **checklist - exceptional closure of schools** (www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools) from the Department of Education in Northern Ireland
- **school terms and school closures** from NI Direct (www.nidirect.gov.uk/articles/school-terms-and-school-closures)
- **opening schools in extremely bad weather** (<https://gov.wales/opening-schools-extremely-bad-weather-guidance-schools>) - guidance for schools from the Welsh Government
- **bomb threats** procedures for handling bomb threats from the National Counter Terrorism Security Office (www.gov.uk/government/publications/crowded-places-guidance/bomb-threats)

Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises. You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

See also the Jcq Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland (www.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan/)

Steps you should take

Exam planning

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

In the event of disruption

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to JCQ's 'Centre emergency evacuation procedure' (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/).
6. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

After the exam

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

Steps the awarding organisation should take

Exam planning

1. Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
2. Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

In the event of disruption

1. Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
2. Provide effective guidance to any of their centres delivering qualifications.
3. Ensure that where an assessment must be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
4. Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
5. Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

After the exam

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

If any students miss an exam or are disadvantaged by the disruption

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also JCQ's guidance on special considerations (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/)

Wider communications

The regulators, Ofqual in England, Qualifications Wales in Wales and CCEA Regulation in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The Department for Education in England, the Department of Education in Northern Ireland and the Welsh Government will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the Universities and Colleges Admissions Service (UCAS) and the Central Applications Office (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

Widespread national disruption to the taking of examinations or assessments

The governments' view across England, Wales and Northern Ireland is education should continue in 2021 to 2022 with schools remaining open and that examinations and assessments will go ahead in both autumn 2021 and summer 2022.

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

We will update this page as necessary, with any further relevant links, should national disruption occur.

JCQ guidance taken directly from **Instructions for Conducting Examinations 2021-2022** (www.jcq.org.uk/exams-office/ice—instructions-for-conducting-examinations/) section 15, **Contingency planning**

15.1 The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: 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

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 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.

15.4 In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate a 'contingency day' for examinations, summer 2022. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland* - www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event that there is national disruption to a day of examinations in summer 2022, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

Links to other JCQ documentation

JCQ Joint Contingency Plan - jqc.org.uk/exams-office/other-documents

(updated 18 October 2021)

(JCQ guidance taken directly from the notice - **Preparing for disruption to examinations** (effective from 11 October 2021) www.jcq.org.uk/preparing-for-disruption-to-examinations/)

This Notice is based on guidance provided within the JCQ Joint Contingency Plan, which is available from the JCQ website: www.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan

In the event of widespread disruption to the examination system, all centres **must** have contingency plans in place. There are three main categories of disruption, which are outlined below.

Candidates at risk of being unable to take examinations – centres remain open

Centres' contingency plans should focus on options that enable candidates to take their examinations. As part of these preparations, centres should take into account the guidance provided in the JCQ publication Instructions for conducting examinations: <http://www.jcq.org.uk/exams-office/ice—instructions-for-conducting-examinations>

- consider moving the starting times of the examination for all candidates (see **section 6.2** of the JCQ publication Instructions for conducting

examinations)

- being aware of the rules for very late arrivals (see **section 21** of the JCQ publication Instructions for conducting examinations).

Wherever possible, it is always in the best interest for candidates to sit the examination. However, if candidates who are unable to sit the examination meet the criteria, special consideration through absence for acceptable reasons is an option (see **Chapter 4** of the JCQ publication A guide to the special consideration process: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>)

Please do not hesitate to call the relevant awarding body if you require additional support or guidance in the event of disruption to examinations.

Centres at risk of being unable to open as normal during the examination period

As above, centres' contingency plans must focus on enabling candidates to take their examinations if the centre is at risk of being unable to open as normal.

The responsibility for deciding whether it is safe for a centre to open lies with the head of centre who is responsible for taking advice or following instructions from relevant local or national agencies.

Information on what centres should do if examinations or other assessments are seriously disrupted can be found in the three country regulators' exam system contingency plan: www.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan

Special consideration through absence for acceptable reasons is also available as an option if all other avenues have been exhausted and candidates meet the relevant criteria.

Please do not hesitate to call the relevant awarding body if you require additional support or guidance in the event of disruption to your examinations.

Disruption to transporting completed examination scripts

If there is a delay in normal collection arrangements for completed examination scripts:

- where examinations are part of the national 'yellow label' service or where awarding bodies arrange collections, centres should **contact the relevant awarding bodies** for advice and instructions.
- for examinations where centres make their own collection arrangements, they should **investigate alternative options** that comply with the JCQ publication Instructions for conducting examinations
- completed scripts **must** be stored securely until they are collected.

Summary of centre and awarding body responsibilities

Examination centres are responsible for:

- preparing plans for any disruption to examinations as part of centres' general emergency planning
- deciding whether the centre can open for examinations as scheduled and informing relevant awarding bodies if the centre is unable to open
- exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding bodies
- judging whether candidates meet the requirements for special consideration because of any disruption and submitting these requests to the relevant awarding bodies
- assessing their circumstances and liaising with awarding bodies in the event of disruption to the transportation of papers.

Awarding bodies are responsible for:

- ensuring centres receive examination materials for scheduled examinations
- advising centres on possible alternative examination arrangements and declining/approving proposals for alternative examination arrangements
- evaluating and declining/approving requests for special consideration.

Contacting the awarding bodies

In all cases, if there are any concerns, please contact the relevant awarding body for advice:

AQA

0800 197 7162

eos@aqa.org.uk

CCEA

028 9026 1212, 028 9026 1293, 028 9026 1425

centresupport@ccea.org.uk

OCR

01223 553998

support@ocr.org.uk

Pearson

0344 463 2535

WJEC

02920 265 077

exams@wjec.co.uk

General Regulations for Approved Centres - jcq.org.uk/exams-office/general-regulations

Guidance notes on alternative site arrangements - jcq.org.uk/exams-office/online-forms

Guidance notes for transferred candidates - jcq.org.uk/exams-office/online-forms

Instructions for Conducting Examinations - jcq.org.uk/exams-office/ice—instructions-for-conducting-examinations

A guide to the special consideration process - jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

GOV.UK

(updated 2021/22) Emergency planning and response: Severe weather; Exam disruption; Coronavirus (COVID-19) - gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings

School organisation: local-authority-maintained schools - gov.uk/government/publications/school-organisation-maintained-schools

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning - gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service

Wales

School closures: examinations - gov.wales/school-closures-examinations

Opening schools in extremely bad weather: guidance for schools - gov.wales/opening-schools-extremely-bad-weather-guidance-schools

Northern Ireland

(updated 2021/22) Exceptional closure days - education-ni.gov.uk/articles/exceptional-closure-days

Checklist - exceptional closure of schools - education-ni.gov.uk/publications/checklist-exceptional-closure-schools

National Counter Terrorism Security Office

Guidance - Bomb Threats - www.gov.uk/government/publications/crowded-places-guidance/bomb-threats