



Longridge High School

Examination Contingency Plan 2018-2019

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| Date Document Created | Date of next Policy Review |
| November 2018 | November 2019 |

Summary of responsibilities in the event of disruption to examinations

Longridge High school is responsible for:

- Preparing plans for any disruption to exams as part of centres' general emergency planning
- Preparing candidates for examinations
- Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations
- Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions
- Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations 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 organisations
- Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding organisations
- Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers
- The distribution of examination results to candidates

The priority when implementing contingencies will be to maintain three principles: •

- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards.

1. Disruption of teaching time – centres are closed for an extended period

Where there is disruption to teaching time and students miss teaching and learning, the school will prepare students, as usual, for examinations. Reference should be made to the school contingency plan.

Severe weather

Wherever possible the examinations will be conducted according to the published examination timetable. If conditions are so severe that a decision is made to close the school, whether by the local authority or the senior leadership team, or where the school remains open but some individual candidates are unable to reach it because of extreme weather conditions, and no alternative arrangements can be made to take the examination at a different location, then the options are:

Where candidates are sitting their terminal examination series or no further re-sit opportunity is available, then an application for Special Consideration may be made. The candidate must meet the published criteria for Special Consideration as indicated in the JCQ publication, Access Arrangements, Reasonable Adjustments and Special Consideration.

2. Disruption in the distribution of examination papers

- Awarding organisations to provide centres with electronic access to examination papers via a secure external network.
- Awarding organisations to fax examination papers to centres if electronic transfer is not possible. The Examinations Officer will ensure that copies are received, made and stored under secure conditions.

Candidates unable to take examinations because of a crisis –

a) Centre remains open

- The centre will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website
- The centre will offer candidates an opportunity to sit any examinations missed at the next available series
- The centre will 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 should be aware that special consideration rules will not apply. JCQ guidance on special consideration can be accessed through the JCQ website:

b) Centre is unable to open as normal during the examination period

- The centre will open for examinations and examination candidates only, if possible
- The centre will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible). This will be St Cecilia's RC High School.
- The centre may offer candidates an opportunity to sit any examinations missed at the next available series if possible
- The centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements

3. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan: delay in normal collection arrangements for completed examination scripts.

- The centre will seek advice from awarding organisations and normal collection agency regarding collection.
- The centre will ensure secure storage of completed examination scripts until collection.

4. 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

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- Candidates to retake affected assessment at subsequent assessment window

5. Centre is unable to distribute results as normal

Criteria for implementation of plan: School is unable to access or manage the distribution of results to candidates, or to facilitate post results services.

- The centre will make arrangements to access its results at an alternative site – this will be St Cecilia’s RC High School
- The centre will make arrangements to coordinate access to post results services from an alternative site
- The centre will share facilities with other centres if this is possible.