

Stationers Crown Woods Academy

Examination Contingency Plan

Policy Date: September 2022

Policy to be Updated: September 2023

Examination Contingency Plan

The purpose of this policy is in case of localised disruption to SCWA, or more widespread disruption to the examination system, the following contingencies are to be followed. They are based on the 'Joint Contingency Plan' issued by OFQUAL to all Awarding bodies. The plan is exhaustive and ranges from contingencies that affect only the Awarding bodies to those that affect individual students. Included in this document are those contingencies that are likely to affect SCWA and its students.

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

SCWA is 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.

- Where there is disruption to teaching time and students miss teaching and learning, SCWA will take responsibility to prepare students, as usual for examinations.
- In the case of modular courses, candidates will; sit examinations in the next available series.
- SCWA has plans to use alternative exam centres within the Trust with emergencies such as severe weather disruption.

2. Disruption in the distribution of examination papers

Disruption to the distribution of examination papers to centres in advance of examinations.

- Awarding organisations to source alternative couriers for delivery of hard copies.
- 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 would need to ensure that copies are received, made and stored under secure conditions.

3. Candidates unable to take examinations because of a crisis – Centres remain open

Candidates are unable to attend SCWA to take examinations as normal.

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations (e.g. alternative Trust School)
- Centres to offer candidates an opportunity to sit any examinations missed at the next available series.
- Centres to 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.

4. Centres are unable to open as normal during the examination period

SCWA is unable to open as normal for scheduled examinations.

- If SCWA is unable to open as normal for examinations, each awarding organisation will be informed with which examinations are due to be taken as soon as possible.
- The responsibility for deciding whether it is safe for a centre to open lies with the Academy Principal. The Principal is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- Centres to open for examinations and examination candidates only, if possible.
- Centres to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other Trust Centres)
- Centres to offer candidates an opportunity to sit any examinations missed at the next available series.
- Centres to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).

5. Disruption to the transportation of completed examination scripts

Delay in normal collection arrangements for completed examination scripts.

- In the first instance, centres seek advice from awarding organisations and normal collection agencies regarding collection. SCWA will not make their own arrangements for transportation without approval from awarding organisations.
- SCWA to ensure secure storage of completed examination scripts until collection.

6. Assessment evidence is not available to be marked

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.
- Candidate to retake affected assessment at subsequent assessment window.

7. Centres are unable to distribute results as normal

SCWA is unable to access or manage the distribution of results to candidates, or to facilitate post results services.

- SCWA to contact awarding organisations about alternative options.

- SCWA to make arrangements to access its results at an alternative site.
- SCWA to make arrangements to coordinate access to post results services from an alternative site.
- SCWA to share facilities with other Leigh Academy Trust centres if this is possible

8. Examinations Manager is unable to fulfil role

Examinations Manager is unable to come to work due to illness, injury or other crisis.

- The member of SLT with responsibility for exams to fulfil the duties of the Examinations Manager.
- The Principal is able to fulfil duties of the Examinations Manager and SLT Examinations Manager if required.

9. Assemblies during examination period

Full college assemblies will not take place when there are large examinations in the Sports Hall (100+ students) as, in the case of an emergency evacuation of the building, a significant proportion of the school population will be in one place. Smaller assemblies can take place e.g. single year groups. The Examinations Manager to plan for this and publish the assemblies on the school calendar. Every effort must be made to ensure that the examinations are not disrupted.