



**Longcause Community
Special School**

EXAM CONTINGENCY PLAN

Signature of Head:	Anne Hutchinson
Date:	12.01.2025
Signature of Chair of Governors:	Fred Jenkins
Date:	12.01.2025
Agreed by the Governing body on:	12.01.2025
Minute Reference:	163

Reviewed by:	Trudi Skinner
Review date:	February 2025
Checked by:	Anne Hutchinson
Master file location:	Admin Shared Drive
Next review date:	January 2026

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Changes/reviews:

January 2025: Adopted new exam contingency plan.

1. Aims

This plan aims to:

- Examine potential risks and issues that could disrupt the management and administration of exams or assessments
- Mitigate the impact of disruptions to exam/assessment administration and to candidates, by providing actions or procedures to follow

2. Legislation and guidance

This plan complies with the Joint Council for Qualifications' (JCQ) general regulations for approved centres, which require all centres to have an up to date and written examination contingency plan.

It's also based on:

- Ofqual's guidance on contingency planning
- JCQ's guidance on preparing for disruption to examinations and guidance for centres on cyber security

3. Responsibilities

3.1 Head of centre

The head of centre is Anne Hutchinson, Headteacher.

They are responsible for making sure that:

- A written examination contingency plan/examinations policy is in place, and covers all aspects of exam/assessment administration
- Staff are aware of these plans
- There are procedures in place to maintain the security of user accounts (see section 4)

3.2 Senior designated contact(s)

The senior designated contact(s) must be available to manage emergency requests from awarding bodies that are results-related during the summer holidays.

Trudi Skinner, Deputy Headteacher.

3.3 Examinations officer

The examinations officer is a distinct/separate role to the head of centre and is responsible for:

- Appointing and training a member of staff as an examinations assistant who can take over their responsibilities in the event of their absence

Examinations officer is Trudi Skinner supporting with administration by Jill Jarvis.

3.4 Staff and invigilators

Staff and invigilators involved in the centre's exam/assessment process are responsible for reading, understanding and implementing the contingency plan.

4. Cyber security arrangements

Exam/assessment planning includes appropriate preventive measure against issues relating to cyber security, for example, candidates' work is backed up on 2 separate devices, including 1 off-site back-up

The head of centre is responsible for ensuring there are procedures in place to maintain the security of user accounts by:

- Providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- Providing training for staff on awareness of all types of social engineering/phishing attempts
- Enabling additional security settings wherever possible
- Updating any passwords that may have been exposed
- Setting up secure account recovery options
- Reviewing and managing connected applications
- Monitoring accounts and regularly reviewing account access, including removing access when no longer required
- Ensuring authorised members of staff securely access awarding bodies' online systems, in line with awarding body regulations regarding cyber security and the JCQ guidance for centres on cyber security. (authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements)
- Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

5. Monitoring arrangements

This policy will be reviewed by Trudi Skinner, Deputy Headteacher every year. At every review, the policy will be shared with the governing board.

6. Links with other policies

This policy is linked to our:

- Examinations and accreditations Policy
- Teaching and Learning policy

7. Contingency plan

7.1 Alternative site(s)

Due to this year's examinations being only on demand examinations we would endeavor to rearrange the dates. We have mitigated risk by ensuring the timetabled exams are as early as possible to allow for possible eventualities.

7.2 Scenarios

The table below sets out examples of scenarios where you may need a contingency plan to minimise risk of disruption to examination/assessment administration, and to candidates. These are based on guidance from Ofqual and the JCQ, linked above.

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption of teaching time in the weeks before an exam/assessment, due to the centre being closed for an extended period	When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning	<ul style="list-style-type: none">● Seek advice from relevant awarding organisations and the JCQ● Communicate with parents, carers and candidates about the potential for disruption to teaching time and plans to address this● Have a contingency plan to facilitate alternative dates● Prioritise candidates who will be facing examinations/assessments shortly● Advise candidates, where appropriate, to sit examinations/assessment on an alternative date● Communicate any changes to your plans with parents, carers and candidates	Head of Centre - Anne Hutchinson with Trudi Skinner (Deputy Headteacher and exams officer)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
The head of centre is absent at a critical stage of the examination cycle*	If the head of centre is absent due to illness or other unforeseen circumstances and unable to perform key tasks required for the management and administration of examinations/assessments	<ul style="list-style-type: none"> • Contact the relevant awarding organisation promptly and follow its instructions • Designated member of SLT will deputise for the head of centre 	Trudi Skinner (Deputy Headteacher and exams officer)
Exams officer is absent at a critical stage of the examination cycle*	If the exams officer is absent due to illness or other unforeseen circumstances and unable to perform key tasks required for the management and administration of examinations/assessments	<ul style="list-style-type: none"> • Contact the relevant awarding organisation promptly and follow its instructions • The examinations assistant will deputise for the exams officer 	Head of Centre - Anne Hutchinson Jill Jarvis exams assistant
Candidates are unable to take examinations/ assessments because of a crisis, but the centre remains open	If candidates are unable to attend examination centres to take examinations/assessments as normal, e.g. due to a sickness bug	<ul style="list-style-type: none"> • Communicate with relevant awarding organisations at the outset, to make them aware of the issue • Communicate with parents, carers and candidates regarding solutions to the issue • Offer candidates an opportunity to sit examinations/ assessments on an alternative date • Apply to awarding organisations for special consideration for candidates, where they've met the minimum requirements 	Trudi Skinner (Deputy Headteacher and exams officer)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Centre is unable to open as normal during the examination period*	If the centre is unable to open as normal for scheduled examinations/assessments, e.g. it's forced to close due to a fire or flood	<ul style="list-style-type: none"> ● Inform relevant awarding organisations as soon as possible ● Refer to emergency plans and/or health and safety policy, where appropriate ● Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies. Consider whether to open for examinations/assessments and candidates only, if possible ● Communicate any changes to plans with parents, carers and candidates ● Apply to awarding organisations for special consideration for candidates where they've met the minimum requirements ● Offer candidates an opportunity to sit examinations/assessments missed on an alternative date 	Head of Centre - Anne Hutchinson with Trudi Skinner (Deputy Headteacher and exams officer)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the centre's IT systems*	If a critical failure of the centre's IT systems significantly impacts the administration of exams, e.g. in the event of a cyber attack	<ul style="list-style-type: none"> ● Initiate measures to protect candidates work from corruption/cyber attacks (see section 4) ● Contact the relevant awarding organisation promptly and follow its instructions (if digital communications aren't available, make contact by other means, e.g. phone call) ● Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open ● Where accommodation is limited, prioritise pupils whose progression will be severely delayed if they do not take their exam/assessment when planned ● Communicate with pupils, parents and carers any changes to the exam or assessment timetable ● Communicate with any external assessors, invigilators or relevant third parties regarding any changes to the exam/ assessment timetable 	<p>Head of Centre - Anne Hutchinson with Trudi Skinner (Deputy Headteacher and exams officer)</p> <p>ITech support contact</p>

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption in the distribution of examination papers	If there is disruption to the distribution of examination papers to centres in advance of examinations	<ul style="list-style-type: none"> Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hard copies If the above isn't possible, organise receipt of electronic access to papers via a secure external network Have plans in place to ensure the school is able to receive, make and store papers under secure conditions As a last resort, the awarding organisation may consider rescheduling the examination 	Trudi Skinner (Deputy Headteacher and exams officer)
Disruption to the transportation of completed examination scripts	If there is a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> If your examinations are part of the national 'yellow label service' or where your awarding organisation arranges collections, seek advice from awarding organisations and their normal collection agency regarding collection Only make alternative arrangements after approval from the awarding organisation Ensure secure storage of completed examination papers until collection If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the <u>JCQ's instructions for conducting examinations</u> 	Trudi Skinner (Deputy Headteacher and exams officer)

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Assessment evidence isn't available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked – e.g. a fire or flood at the centre destroys completed examination scripts	<ul style="list-style-type: none"> • Communicate this immediately to the relevant awarding organisation, candidates and their parents or carers • Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement • Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series 	Trudi Skinner (Deputy Headteacher and exams officer)