



Clovelly House School
Stay safe, respect, achieve

Exams Contingency Plan

January 2023



Clovelly House School Policy

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Examinations Contingency Plans

1. Introduction

The school is bound by the regulations as laid down by the JCQ for the Administration of Examinations. At all times, if the school has to consider implementing contingency plans during exams, the relevant examinations awarding bodies will be consulted. Clovelly House School believes that every child has the right to participate in the examinations process without undue disruption or threat. In this regard the school has made plans for the smooth running of examinations at the school. As part of this, the management have made contingency plans in case of disruption. The school expects the examinations process to continue in spite of potential threats.

2. Potential Threats to the smooth running of examinations

Although the school has planned carefully, the management team have considered that there may be potential threats to the smooth running of examinations. This may include natural disaster, causing damage to the building so that it cannot be safely used, or arson or criminal damage to the building which would prohibit the use of the building. Another threat may include the failure of the examination paper to arrive, or an incorrect paper to be delivered. Additional threats may be caused by pupils in the school disrupting the exams process and/or pupils writing the exams disrupting the exams process. Further threats may be posed by difficulties experienced by day scholars to obtain transport to come to school to write exams, and/or staff members who are scheduled to invigilate, not being able to obtain transport to school.

3. Roles and Responsibilities of those Dealing with Disruptions in the Examinations Process

Principal

The role of the Principal is to ensure the integrity of the examinations process is not breached. The responsibility of the Principal is to oversee the examinations process and to delegate responsibility to suitable personnel. The Principal is responsible for publishing and monitoring the policies and procedures relating to administering of examinations. The Principal shall also ensure that sufficient resources are in place to cover costs arising from the contingency plan.

Examinations Officer

The role of the Examinations Officer is to follow policies and procedures and to support the Principal in ensuring that the examinations process is not breached. The Examinations Officer must draw the attention of the Principal to anything which might compromise the exams process. The responsibility of the Examinations Officer is to make the awarding body aware of any threats to the examinations process and to take guidance from them concerning any contingency plans the school wishes to implement. The role of the Examinations Officer is to implement any contingency plans that need to be put in place in an emergency.

4. Contingency Plan to continue with examinations in an emergency

Threat	Strategies	Responsibility	Time-scale	Resources	Success Criteria
1. Natural disaster affecting the building	<ul style="list-style-type: none"> * Ensure all pupils are safe * Inform the awarding body * Arrange for the examinations to take place in alternative approved venue 	Examination Officer	As required	Funding for resources for access	Exams are undertaken successfully in an alternative venue
2. Arson or criminal damage affecting the building	<ul style="list-style-type: none"> * Ensure all pupils are safe * Inform the awarding body 	Examinations Officer	As required	Funding for hire of alternative venue	Examinations are undertaken successfully in an alternative venue



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	* Arrange for the examinations to take place in alternative approved venue				
3. Examination paper not delivered on time, or incorrect examination paper	* To contact the awarding body to have a copy of the paper sent to the school. * To download and print copies of the paper for pupils to write the exam	Examinations Officer	As required	Access to good quality printer and paper	Examinations papers are made available for exams to take place
4. Disruption of exams by pupils and/or their peers	* To plan ahead and take disruptive pupils off-site during exams * Quickly remove pupils who disrupt the process from the outside * Re-assure the pupil and try to get him/her to settle back to write the exam * Report any concerns to the awarding body.	Examinations Officer	On-going	Funding for additional staffing	Disruptions are kept to a minimum and the exams process is not compromised
5. Transport difficulties	* If staff are unable to get in to school due to transport difficulties, alternative cover is to be arranged * If children are unable to get into school due to transportation difficulties, staff will offer to go out and collect them if possible	Examinations Officer	On-going	Vehicle to collect pupils if necessary	All pupils have the opportunity to attend and write examinations
6. Outbreak of Infection	* isolate all staff and pupils who have been in contact with someone who has been tested positive for infection or who are showing symptoms of infection * Disinfect areas, wear PPE and continue with the examinations * Arrange with the awarding body to continue the examinations at an alternative venue	Examinations Officer	On-going	Vehicle to transport pupils if necessary	All pupils who are well, have the opportunities to attend and write examinations

. **See also:** Clovelly House School Equalities Act Action Plan
Clovelly House Inclusion and Anti-Discrimination Policies and Procedures