

# **Exams Contingency Plan**

**January 2025**



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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. A cyberattack at the exams centre may also cause a disruption to the smooth running of the exams. 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 that the school examinations centre runs smoothly. The Principal shall ensure that necessary resources are made available for running the exams centre and that sufficient resources are in place to cover costs arising from the contingency plan. The Principal shall ensure that appropriate policies and procedures are in place and are reviewed annually.

#### Head of Centre

The Head of Centre is a member of the senior leadership team and has oversight of examinations administration. The role of the Head of Centre is to ensure the integrity of the examinations process is not breached. The Head of Centre is responsible for implementing and monitoring the policies and procedures relating to administering of examinations. The Head of Centre is responsible for implementing the 'escalation process' when necessary. The responsibility of the Head of Centre is to oversee the examinations process and to delegate responsibility to suitable personnel.

#### 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	* Ensure all pupils are safe * Inform the awarding body	Examination Officer	As required	Funding for resources for access	Exams are undertaken successfully in an alternative

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	* Arrange for the examinations to take place in alternative approved venue				venue
2. Arson or criminal damage affecting the building	<ul style="list-style-type: none"> <li>* Ensure all pupils are safe</li> <li>* Inform the awarding body</li> <li>* Arrange for the examinations to take place in alternative approved venue</li> </ul>	Examinations Officer	As required	Funding for hire of alternative venue	Examinations are undertaken successfully in an alternative venue
3. Examination paper not delivered on time, or incorrect examination paper	<ul style="list-style-type: none"> <li>* To contact the awarding body to have a copy of the paper sent to the school.</li> <li>* To download and print copies of the paper for pupils to write the exam</li> </ul>	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	<ul style="list-style-type: none"> <li>* To plan ahead and take disruptive pupils off-site during exams</li> <li>* Quickly remove pupils who disrupt the process from the outside</li> <li>* Re-assure the pupil and try to get him/her to settle back to write the exam</li> <li>* Report any concerns to the awarding body.</li> </ul>	Examinations Officer	On-going	Funding for additional staffing	Disruptions are kept to a minimum and the exams process is not compromised
5. Transport difficulties	<ul style="list-style-type: none"> <li>* If staff are unable to get in to school due to transport difficulties, alternative cover is to be arranged</li> <li>* If children are unable to get into school due to transportation difficulties, staff will offer to go out and collect them if possible</li> </ul>	Examinations Officer	On-going	Vehicle to collect pupils if necessary	All pupils have the opportunity to attend and write examinations
6. Outbreak of Infection	<ul style="list-style-type: none"> <li>* 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</li> <li>* Disinfect areas, wear PPE and continue with the examinations</li> <li>* Arrange with the awarding body to continue the examinations at an alternative venue</li> </ul>	Examinations Officer	On-going	Vehicle to transport pupils if necessary	All pupils who are well, have the opportunities to attend and write examinations

7. Absence by senior leaders of the examination team on the day of examinations	<p>* In the event of absence of the Head of Centre on the day of examinations, the exams officer and deputy examinations officers will inform the Principal and will conduct the examinations in their absence</p> <p>* In the event of several members of the examinations team being absent on the same day of exams, the Principal will be informed and s/he will phone JCQ to obtain advice with regards to one of the deputy exams officers leading exams session.</p>	Examinations Officer  Principal	On-going  On-going	Non needed  Non needed	Exams run smoothly and integrity is maintained.  Deputy exams officer leads the session, integrity is maintained.
8. Where a cyberattack may compromise any aspect of exam delivery the school will follow these procedures	The centre will have backup data, protect against malware, keep technological devices safe, use strong passwords to protect data, which are frequently changed, and avoid phishing attacks. If the cyberattack takes place at Enderby centre, during exams, the school will inform the JCQ immediately and the exams officer, will download the question papers on a spare laptop at the main school site at Merrylees on the morning of the exams. S/he will then transport these to Enderby in a secure, locked box.	Exams Officer  Head of Centre	Ongoing	Non needed	Exams Officer and Head of Centre work together to ensure that the integrity of the exams is not compromised
9. Exams administration	Exams administration such as making entries , accessing and downloading results may take place at Clovelly, the main school site. In the event of a cyberattack at Clovelly or at Enderby,	Exams officer	Ongoing	Spare laptop, secure box to carry papers, vehicle	Exams Officer and Head of Centre work together to ensure that the integrity of the exams is not compromised



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	the school has an alternative site and a spare laptop to make entries and to access and download results.				
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. **See also:** Clovelly House School Equalities Act Action Plan  
Clovelly House Inclusion and Anti-Discrimination Policies and Procedures  
Clovelly Houe School Contingency Plan