



Examination Contingency Plan

This Contingency Plan is designed to ensure a consistent and effective response in the event of a major disruption to the management and administration of the examination system at The Radclyffe School.

This Plan will be implemented in the event of a major disruption to our examination process such as widespread illness, prolonged absence of key staff, bad weather and power failure.

Implementing the Plan will safeguard the interests of our students whilst maintaining the integrity of the examinations system.

Causes of potential disruption to the examination process are dealt with individually below – in the event of prolonged absence of Examination Officer the Plan will be put into place by the MISL.

1. Prolonged absence of the Examinations Officer

Risk	Action	By Whom
<u>Planning:</u> <ul style="list-style-type: none">• Annual data collection exercise not done• Exam cycle not planned for: key dates, deadlines etc.• No invigilator recruitment and/or training	<ul style="list-style-type: none">• Set internal deadline for completion – complete in July before next season• Next exam cycle planned for in July prior to school summer closure• Allocate time/date to deliver new/refresher training as required	<ul style="list-style-type: none">• CAL• CAL• CAL
<u>Entries:</u> <ul style="list-style-type: none">• Estimated entries/Intention to enter not submitted to Awarding Bodies (AB)• Students not entered for examinations• AB's entry deadline missed resulting in late entry fees	<ul style="list-style-type: none">• Complete in July before next season• Ensure HOF/HODs have time to enter students – ensure they have updated instructions on how to enter for examinations via BROMCOM• Set internal deadlines and ensure HOF/HODs aware – SLMT to support via liaison	<ul style="list-style-type: none">• CAL• CAL• CAL



Pre-exams:

- Invigilators not trained on changes to Instructions for Conducting Exams
- Timetables, rooming and invigilation not arranged
- Students not briefed for exams and AB regulations
- Security of examination material – question papers/answer booklets
- Controlled Assessment marks not submitted to ABs/moderators

During Examination time:

- Examinations not taken in accordance with current JCQ regulations
- Requests not submitted to ABs re late arrival to examination/Special Consideration
- Completed examination scripts not dispatched to ABs
- EO/MISL not available on exam days

Results:

- Unable to access examination results preventing distribution to students
- Unable to facilitate post-results service (EAR, Script returns)

- EO to provide annual training with all updates – for both external invigilators and centre staff
- Ensure all requirements identified in advance – liaison with KIER for room bookings – book invigilators
- All year group assemblies in advance of internal examinations – same format for external – issue rules and regulations with individual exam timetable
- HOF/HODs briefed on regulations – JCQ guidance on controlled assessment issued
- All HOF/HODs aware of deadlines for internal and external examinations

- All made staff aware of JCQ and TRS examination rules and regulations
- In absence of MISL – SLMT responsible for submission using "step by step" guide produced by EO
- Parcel Force contact details held at reception – Office Manager responsible for secure storage overnight if required
- Link with EO at Blessed John Henry Newman for support/advice

- Prepare as much as possible in advance of Results day – collate all "non GCSE" results (BTEC, Tech Awards)
- In absence of MISL – SLMT responsible for submission using "step by step" guide produced by EO

- CAL/TEL
- CAL/PAL
- CAL/YM
- CAL
- CAL
- CAL
- CAL
- CAL/HAR
- CAL/ROS
- HAR
- CAL/HAR/TEL
- CAL/HAR



2. Extended absence of the SENCO

Risk	Action	By Whom
<u>Planning:</u> <ul style="list-style-type: none">Students not identified and tested for possible Access ArrangementsLack of evidence to support any application to ABs	<ul style="list-style-type: none">All students to be identified and tested on entry to school – Access Arrangements for GCSE's to be completed at end of year 9SENCO to ensure evidence retained and accessible for inspection	<ul style="list-style-type: none">ARGARG
<u>Pre-exams:</u> <ul style="list-style-type: none">No request made for AB approval for Access ArrangementsAB deadline missed for Modified Papers – students unable to access examinationTAs not allocated and/or appropriately trained	<ul style="list-style-type: none">All applications identified at start of academic year and processed as soon as completedIdentify at start of academic year – set internal deadline for completion of applicationAll TAs to be trained in access arrangements and allocated to students in advance of exam	<ul style="list-style-type: none">CAL/ARGCAL/ARGARG
<u>During Examination time:</u> <ul style="list-style-type: none">TA support not arranged for students who require itEmergency "on the day" access requirements	<ul style="list-style-type: none">Arrangements identified and put into place in advance of examTA to be timetabled for emergency cover through the examination season	<ul style="list-style-type: none">ARGCAL/ARG



3. Extended absence of teaching staff

Risk	Action	By Whom
<ul style="list-style-type: none">• Early/Estimated Entry information not supplied to EO on time resulting in pre-release material not being received• Examination entries not made in time resulting in students not being entered and late examination fees being incurred• Controlled Assessment/NEA marks and/or samples not submitted to AB/Moderators by deadline dates• NEA tasks not set/issues/taken by candidates as scheduled	<ul style="list-style-type: none">• HOF/HODs to complete Early Examination Entry Information forms in June/July• Set internal deadlines and ensure HOF/HODs aware – SLMT to support via liaison• HOF/HODs aware of all submission deadlines to ABs – internal deadline dates to allow time for dealing with any issues which may arise• SLMT liaison to work with EO to schedule alternative dates	<ul style="list-style-type: none">• CAL/HOF/HOD• CAL• CAL• CAL/SLMT

4. Lack of Invigilation

Risk	Action	By Whom
<ul style="list-style-type: none">• Failure to recruit and train• Shortage on busy examination days• Absence on examination days	<ul style="list-style-type: none">• Invigilator needs identified dependent on internal and external exam information. Retired/retiring staff to join the team? Train Learning Managers• Invigilation needs identified early in year – utilise trained centre staff• Contact invigilators not on rota/utilise trained centre staff	<ul style="list-style-type: none">• CAL• CAL• CAL



5. Lack of examination rooms/out of action at short notice

Risk	Action	By Whom
<ul style="list-style-type: none">• Unable to locate sufficient rooms during the examination period• Insufficient tables/chairs/rooms for "early entry"• Insufficient rooms available on busy days• Rooms become unavailable on day of exam	<ul style="list-style-type: none">• Main sports hall booked out at start of academic year – dates advised to SPA/HOF, PE/HOD & KIER• Indoor track booked – liaise with Head of PE, exam desks and chairs to be rented for the duration• Book rooms in advance and arrange room changes for lessons• Rooms to be checked daily to identify any problems – liaise with KIER to relocate to alternative room/area as necessary	<ul style="list-style-type: none">• CAL/PAL• CAL/PAL• CAL/TEL• CAL/PAL

6. Centre issues

Risk	Action	By Whom
<ul style="list-style-type: none">• Centre closed for extended period – disruption to teaching• Centre closed during examination period• Centre open – candidates unable to take exam due to crisis• Centre closed e.g. flooding• Centre "lock down" e.g. terrorist attack	<ul style="list-style-type: none">• Identify affected students/liase with parents/alternative arrangements as necessary – e.g. ROC/Porta cabins• Alternative location to be identified and confirmed to students/parents ASAP. Relevant ABs to be advised• Students/parents to be advised of procedure to follow using TRS examination policy issued to parents each year• BJHN College as alternative venue, advise relevant AB• Follow centre major incident contingency plan and advise relevant ABs	<ul style="list-style-type: none">• CAL/SLMT• CAL/SLMT• CAL• CAL/SLMT• CAL/SLMT



7. Failure of IT systems

Risk	Action	By Whom
<ul style="list-style-type: none">MIS system failure on final entry deadline dateMIS system failure during examination preparation timeMIS system failure at release time of examination results from AbsMIS system failure due to Cyber Attack	<ul style="list-style-type: none">Internal deadline for HOF/HODs to complete entries via Cloud School – EO to submit to ABs before entry deadline dateInternal deadlines for staff – prepare in advance to deal with any issues should they ariseCheck A2C system in advance to ensure all in order – complete Cloud School pre testing – results imported at earliest opportunity via ABs secure websitesCloud based system which can be shut down immediately and accessed both on and off site	<ul style="list-style-type: none">CAL/HARCAL/HARCAL/HARHAR

8. Disruption to dispatch of completed examination scripts

Risk	Action	By Whom
<ul style="list-style-type: none">Delay in the arrangements for sending completed examination scripts to markers/Abs	<ul style="list-style-type: none">All scripts stored securely at all times – Office Manager to have relevant contact details in event of collection not taking place	<ul style="list-style-type: none">CAL/ROS

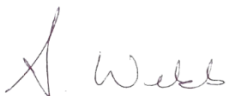
9. Assessment data not available to be marked

Risk	Action	By Whom
<ul style="list-style-type: none">Damage, destruction or loss affecting completed examination scripts/controlled assessment before they can be marked	<ul style="list-style-type: none">HOF/HODs briefed on regulations – JCQ guidance on controlled assessment issued.	<ul style="list-style-type: none">CAL/HOF/HOD



10. Unable to distribute examination results

Risk	Action	By Whom
<ul style="list-style-type: none">Unable to access/manage distribution of examination results to studentsUnable to facilitate post-results service	<ul style="list-style-type: none">EO/SISL/MISL – contingency for obtaining and printing results from ABs websites – remote access if required.EO to liaise with ABs for guidance	<ul style="list-style-type: none">CAL/HAR/TELCAL

POLICY REVIEW	
Policy Agreed	
Signed Chair of Governors Sue Webb	
Date for Review	October 2025