

Exam Contingency Plan

Produced by:	<u>K Uppal</u>
Policy Adopted by Local Governing Board:	<u>6th December 2017</u>
Policy last reviewed:	<u>October 2017</u>
Next Review Date :	<u>October 2019</u>

Contents

1. Disruption of teaching time – centres are closed for an extended period	3
2. Disruption in the distribution of examination papers	3
3. Candidates unable to take examinations because of a crisis - centres remain open	4
4. Centres are unable to open as normal during the examination period	4
5. Disruption to the transportation of completed examination papers	5
6. Assessment evidence is not available to be marked	5
7. Centres are unable to distribute results as normal	5
8. Summary of responsibilities in the event of disruption to examinations	6

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

Criteria for implementation of the plan

- BHA 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.

Recommended actions:

Where there is disruption to teaching time and students miss teaching and learning, BHA's responsibility is still to prepare students, as usual, for examinations.

- In the case of modular courses, we may advise candidates to sit examinations in an alternative series or an alternative examination centre.

We will follow DFE guidance on emergency planning, with advice on severe weather. This is available on the Department for Education website:

www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather

2. Disruption to the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to BHA in advance of examinations.

Recommended actions:

- Awarding organisations will provide electronic access to examination papers via a secure external network. Awarding organisations will fax examination papers if electronic transfer is not possible. The Examinations Officer will ensure that copies are received, made and stored under secure conditions.
- Awarding organisations will source alternative couriers for delivery of hardcopies.

3. Candidates unable to take examinations because of a crisis - centres remain open

Criteria for implementation of the plan

- Candidates are unable to attend examination centres to take examinations as normal.

Recommended actions:

- BHA will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations
- BHA will offer candidates an opportunity to sit any examinations missed at the next available series
- BHA will 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.

JCQ guidance on special consideration can be accessed through the JCQ website:

www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

4. BHA is unable to open as normal during the examination period

Criteria for implementation of the plan

- BHA is unable to open as normal for scheduled examinations.
- BHA will inform each awarding organisation with which examinations are due to be taken as soon as is possible.
- As part of BHA's general planning for emergencies, covers the impact of closure on examinations. The responsibility for deciding whether it is safe for a centre to open lies with the 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.

Recommended actions:

- BHA will open for examinations and examination candidates only, if possible
- BHA will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- BHA may offer candidates an opportunity to sit any examinations missed at the next available series

- BHA will 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 papers

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts.

Recommended actions:

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

6. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Recommended actions

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
- Candidates to retake affected assessment at subsequent assessment window

7. BHA is unable to distribute results as normal

Criteria for implementation of plan

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

Recommended actions:

BHA will contact awarding organisations about alternative options which may be:

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

Summary of responsibilities in the event of disruption to examinations

Awarding organisations are responsible for:	Examination centres are responsible for:
	Preparing plans for any disruption to exams as part of centres' general emergency planning
Ensuring centres receive examination materials for scheduled examinations	Preparing candidates for examinations
	Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations
	Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions
	Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open
Advising centres on possible alternative examination arrangements and declining/approving proposals for alternative examination arrangements	Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations
Evaluating and declining/approving requests for special consideration	Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding organisations
	Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers
Marking, moderating and grading candidate work	
Issuing results to centres on scheduled dates	The distribution of examination results to candidates