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# **Oak Bank School**

***2022–2023***

## **Exams Contingency Plan Centre Number 15159**

**Prepared By: Martine Phillips, Head of Qualifications**

## **Exams Contingency Planning 2022/2023**

### **Absence of the Exam Officer**

In the event that the Head of Exams (Martine Phillips) and the Exams Officer (Amanda Taylor) is absent Rachel Freer (Deputy Head of School) will take over the role.

The Headteacher and Leadership team are to ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging pupils, if the need arises. There is capacity within the organisation to cover short-term absence of the exams officer, if the majority of preparatory administrative work has been completed in advance. In some cases of the Exam Officer's longer term absence, or where more technical support is required, the involvement of suitable staff from ALET will be sought.

### **National Incident:**

The School will take advice from Ofqual, JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check the website for up to date statements.

### **Disruption in the distribution of examination papers:**

If there is a disruption to the distribution of examination papers to centres in advance of examinations, the School will contact the awarding organisations who should be able to provide the School with electronic access to examination papers via a secure external network.

School is unable to open as normal during the examination period.

If possible the School will remain open for examinations and examination candidates only.

If the School is unable to open for examinations, the Examinations Officer will inform each awarding organisation with which examinations are due to be taken as soon as possible.

The responsibility, for deciding whether it is safe for the School to open, lies with her Headteacher.

The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the School is able to open.

Alternatively, the School may use other venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public buildings, if possible)

The Headteacher / Leadership team are to advise the Exams Officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable the Exams Officer to submit the information to all the relevant awarding Bodies.

For Certain candidates; the School may be able to offer an opportunity to sit any examinations missed at the next available series.

The School may also apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

### **Specific Bad Weather Contingency Plan**

When possible the School will remain open for examinations and examination candidates only.

The Headteacher has recruited a group of School staff who live locally and can walk in on bad weather days in order to operate timetabled examinations as per the timetable. Staff will be contacted by text when necessary.

The School shall notify parents/carers by issuing notifications on the School website and via local radio.

Where a pupil misses an exam because of bad weather the School will discuss their circumstances with the relevant awarding organisations. The action to be taken will aim to safeguard the interests of candidates while also maintaining the integrity of the exams.

### **Candidates unable to take examinations because of a crisis – School remains open:**

If candidates are unable to attend School to take examinations as usual, the School will liaise with candidates to identify whether the examination can be at an alternative venue in agreement with the relevant awarding organisations.

Alternatively the School can 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 will be informed that special consideration rules will not apply.

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

**Exam planning:**

1. Review this contingency plan well in advance of each exam series.
2. Ensure that copies of question papers are received and stored under secure conditions.

**In the event of disruption:**

1. Contact the relevant awarding organisation and follow its instructions.  
**AQA, ASDAN, Gateway, NCA Tools, NCFE, OCR, Pearson, Princes Trust, Rock School London.**
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether the school or college is able to open.
3. Identify whether the exam can be sat at an alternative venue, in agreement with the relevant awarding organisation.
4. Where accommodation is limited, prioritise pupils whose progression will be severely delayed if they do not take their exams when planned.
5. Communicate with parents, carers and pupils regarding any changes to the exam timetable.
6. Advise pupils, where appropriate, to sit exams in the next available series.

**After the exam:**

1. Consider whether pupils may be eligible for special consideration.
2. Ensure that scripts are stored under secure conditions.
3. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

### **When a pupil misses an exam or is disadvantaged by the disruption:**

If you feel that the performance of all or some of your pupils has been negatively affected by the disruption you should ask your awarding organisation about applying for special consideration. The decision about what special consideration is, or is not appropriate, is for awarding organisations to make. Their decisions might be different, for different qualifications and for different subjects. However, we encourage awarding organisations to adopt a consistent approach, including between learners, schools or colleges, and awarding organisations, when dealing with a number of similar cases.

### **See also:**

<https://www.gov.uk/government/organisations/ofqual>

<http://www.aqa.org.uk/>

<https://www.ocr.org.uk/>

<http://www.pearson.com/>

<http://www.asdan.org.uk>

<http://ncfe.org.uk>

[www.princes-trust.org.uk](http://www.princes-trust.org.uk)

- [JCQ guidance on special considerations](#)

- [FAB guidance on special considerations](#)

The regulators [Ofqual in England](#), [Qualifications Wales in Wales](#) and [CCEA in Northern Ireland](#) will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The [Department for Education](#), the [Department for Education Northern Ireland](#) and the [Welsh Government](#) will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the [Universities and Colleges Admissions Service](#) (UCAS) and [Central Applications Office](#) (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

**Widespread national disruption:**

In the event of widespread sustained national disruption the government will communicate with regulators, awarding organisations, schools and colleges before a public announcement. The regulators will provide advice to government departments on implications for exam timetables.

- [Instructions for conducting examinations](#) from JCQ
- [The life of a script](#) guidance from JCQ
- [Guidance on school closure](#) from the Department for Education.