



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

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## Exam Contingency

### 1. Purpose of the plan

- 1.1. This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The County High School, Leftwich. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.
- 1.2. Alongside internal processes, this plan is informed by information contained in *the Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that “Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”
- 1.3. This plan also confirms the The County High School, Leftwich is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2023-24) that the centre has in place a written Examination Contingency Plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

### 2. Causes of potential disruption to the exam process

- 2.1. **Exam officer/MIS Manager extended absence at key points in the exam process (cycle)**
- 2.2. Criteria for implementation of the plan:  
Key tasks required in the management and administration of the exam cycle not undertaken including:
- 2.3. *Planning*
  - 2.3.1. Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered.
  - 2.3.2. Annual exams plan not produced identifying essential key tasks, key dates, and deadlines.
  - 2.3.3. Sufficient invigilators not recruited and trained.
- 2.4. *Entries*
  - 2.4.1. Awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff.
  - 2.4.2. Candidates not being entered with awarding bodies for external exams/assessment.
  - 2.4.3. Awarding body entry deadlines missed or late or other penalty fees being incurred.
- 2.5. *Pre-exams*
  - 2.5.1. Invigilators not trained or updated on changes to instructions for conducting examinations.
  - 2.5.2. Examination timetabling, rooming allocation; and invigilation schedules not prepared.
  - 2.5.3. Candidates not briefed on exam timetables and awarding body information for candidates.

- 2.5.4. Confidential examination/assessment materials and candidates' work not stored under required secure conditions.
  - 2.5.5. Internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators.
- 2.6. Examination time
- 2.6.1. Examinations/assessments not taken under the conditions prescribed by awarding bodies.
  - 2.6.2. Required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration.
  - 2.6.3. Candidates' scripts not dispatched as required to awarding bodies.
- 2.7. Results and post-results
- 2.7.1. Access to examination results affecting the distribution of results to candidates.
  - 2.7.2. The facilitation of the post-results services including production of student result slips.
- 2.8. Centre actions:
- 2.8.1. SLT to liaise with Deputy Headteacher (Quality of Education) and *Curriculum Support Assistant (CSA)* over entries.
  - 2.8.2. Deputy Headteacher, CSA, and Head of Year to liaise over pre-exam administration.
  - 2.8.3. Deputy Headteacher and CSA to liaise over day to day running of the exams.
  - 2.8.4. SLT, Deputy Headteacher and CSA to work together to cover all duties and tasks including meeting relevant deadlines.
  - 2.8.5. Calendar of key dates and deadlines to be produced and displayed for all of the team to view. Refer to JCQ's Instructions for Conducting Examinations (*ICE*).
  - 2.8.6. Ensure others within the team have sufficient knowledge of the examinations cycle and the processes involved.

### 3. SENDCo extended absence at key points in the exam cycle

- 3.1. Criteria for implementation of the plan:  
Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:
- 3.2. *Planning*
- 3.2.1. Candidates not tested/assessed to identify potential access arrangement requirements.
  - 3.2.2. Centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010.
  - 3.2.3. Evidence of need and evidence to support normal way of working not collated.
- 3.3. *Pre-examinations*
- 3.3.1. Approval for access arrangements not applied for to the awarding body, in conjunction with the Examinations Officer.
  - 3.3.2. Centre-delegated arrangements not put in place.
  - 3.3.3. Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline.

- 3.3.4. Staff providing support to access arrangement candidates not allocated and trained.
- 3.3.5. Examinations Officer not informed as to the candidates' requirements.
- 3.4. *Examination time*
  - 3.4.1. Access arrangements arising from injuries at the time of the examination not being processed.
  - 3.4.2. Access arrangements for candidate support not arranged for exam rooms.
- 3.5. Centre actions:
  - 3.5.1. The SENDCo second in department to liaise with Exams Officer over SENDCo absence to cover all duties and tasks required including meeting relevant deadlines.

#### **4. Teaching staff extended absence at key points in the exam cycle**

- 4.1. Criteria for implementation of the plan:
  - Key tasks not undertaken including:
- 4.2. Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received.
- 4.3. Final entry information not provided to the Exams Officer on time; resulting in:
  - 4.3.1. Candidates not being entered for exams/assessments or being entered late.
  - 4.3.2. Late or other penalty fees being charged by awarding bodies.
- 4.4. Non-examination assessment tasks not set/issued/taken by students as scheduled.
- 4.5. Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking.
- 4.6. Internal assessment marks and candidates' work not provided to meet submission deadlines.
- 4.7. Centre actions:
  - 4.7.1 Deputy Headteacher and Exams Officer to liaise with remaining teaching staff to ensure all deadlines are adhered to.

#### **5. Invigilators - lack of appropriately trained invigilators or invigilator absence**

- 5.1. Criteria for implementation of the plan:
  - 5.1.1. Failure to recruit and train sufficient invigilators to conduct exams.
  - 5.1.2. Invigilator shortage on peak exam days.
  - 5.1.3. Invigilator absence on the day of an exam.

- 5.2. Centre actions
  - 5.2.1. The Examinations Officer will review the invigilation staffing at the start of each academic year and decide if and when recruitment and training will be required.
  - 5.2.2. Recruitment and training is done well in advance of examinations so that invigilators can be scheduled when required.
  - 5.2.3. Exams Officer and Curriculum Support Assistant to cover absences or shortages, although The County High School Leftwich's policy is not to work to the minimum ratio requirements.
  
- 6. **Examination rooms - lack of appropriate rooms or main venues unavailable at short notice**
  - 6.1. Criteria for implementation of the plan:
    - 6.1.1. Examinations Officer unable to identify sufficient/appropriate rooms during examinations timetable planning.
    - 6.1.2. Insufficient rooms available on peak exam days.
    - 6.1.3. Main examination venues unavailable due to an unexpected incident at exam time.
  
  - 6.2. Centre actions:
    - 6.2.1. In an emergency the Gym could be utilised for examination purposes.
    - 6.2.2. The Examinations Officer will arrange room closures in advance, based upon the examination type and liaise with the Assistant Headteacher over timetabling of teaching rooms.
    - 6.2.3. Sir John Deane's College to be used if no access is permitted to school.
  
- 7. **Failure of IT systems**
  - 7.1. Criteria for implementation of the plan:
    - 7.1.1. MIS system failure at final entry deadline.
    - 7.1.2. MIS system failure during exams preparation.
    - 7.1.3. MIS system failure at results release time.
  
  - 7.2. Centre actions:
    - 7.2.1. Examinations Officer/MIS Manager and ICT Technician/RM to liaise with Examination Boards and/or Local Authority Support as to appropriate action.
    - 7.2.2. Deputy Headteacher will manage any IT system failure in line with the School's IT Disaster Recovery Plan which is detailed in the Emergency Response Plan held by all SLT members.
    - 7.2.3. Examinations Officer to complete entries and preparations ahead of deadlines where possible.
    - 7.2.4. Examinations Officer to work from an alternative venue.
  
- 8. **Emergency evacuation of the Examination room (or centre lock down)**
  - 8.1. Criteria for the implementation of the plan
    - 8.1.1. Whole centre evacuation (or lock down) during examination time due to serious incident resulting in examination candidates being unable to start, proceed with or complete their examinations.
  
  - 8.2. Centre Actions
    - 8.2.1. The Examinations Officer will contact the Awarding Body as soon as it is safe to do so to notify them of any such incidents and act upon advice given.
    - 8.2.2. SLT are to manage such incidents, which is detailed in the Emergency Response Plan held by all SLT members.

- 8.2.3. In the event of an evacuation during an examination refer to [JCO's 'Centre Emergency Evacuation Procedure'](#).
- 8.2.4. After the exam, consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
9. **\*Disruption of teaching time – centre closed for an extended period**
- 9.1. \*Criteria for implementation of the plan
- 9.1.1. Centre closed or candidates are unable to attend for an extended period during normal teaching time, interrupting the provision of normal teaching and learning.
- 9.2. Centre actions:
- 9.2.1. Live lessons are provided online to minimise impact
- 9.2.2. SLT and Governors to take the necessary action, which is detailed in the Emergency Response Plan held by all SLT members. Guidance on remote learning is available on the [website](#).
10. **\*Centre unable to open as normal during the exams period**
- 10.1 \*Criteria for implementation of the plan:
- 10.1.1 Centre unable to open as normal for scheduled examinations
- 10.1.2 \*In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.
- 10.2 Centre actions:
- 10.2.1 SLT are to manage such incidents. This is detailed in the Emergency Response Plan held by SLT members.
- 10.2.2 Examinations Officer to liaise with Head of Centre and to inform awarding bodies. SLT, Deputy Headteacher and Examinations Officer to explore alternative local venues.
- 10.2.3 SLT and the Examinations Officer to communicate and advise candidates and parents/carers.
- 10.2.4 Apply for Special consideration where students have met the minimum requirements.
11. **\*Candidates unable to take examinations because of a crisis – centre remains open**
- 11.1. \*Criteria for implementation of the plan:
- 11.1.1. Candidates are unable to attend the examination centre to take examinations as normal
- 11.2. Centre actions:
- 11.2.1. Deputy Headteacher and Examinations Officer to communicate and advise candidates and parents/carers.

- 11.2.2. Consideration would be given on an individual basis as to why they were unable to attend the examination centre. Special consideration may be applied for.
  - 11.2.3 In the event of widespread sustained national disruption, act in accordance with advice communicated by the government departments to regulators, awarding organisations and centres.
  - 11.2.4 Ensure that candidates and parents/carers are aware of the designated 'contingency dates and of any wider contingency arrangements so that they may take their availability for any rescheduled examinations into account when making their plans for the summer.
- 12. \*Disruption to the transportation of completed examination scripts**
- 12.1. \*Criteria for implementation of the plan:
    - 12.1.1. Delay in normal collection arrangements for completed examination scripts.
  - 12.2. Centre actions:
    - 12.2.1. Scripts remain securely stored in exams office or Exams Officer transports them to the Post Office for collection by Parcelforce.
    - 12.2.2. The Deputy Headteacher and Examinations Officer will contact the Awarding Body to notify them of any such difficulties and agree suitable alternative arrangements.
- 13. \*Assessment evidence is not available to be marked**
- 13.1. \*Criteria for implementation of the plan:
    - 13.1.1. Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
  - 13.2. Centre actions:
    - 13.2.1. Examinations Officer to contact Awarding Bodies to notify them of any such incidents and act upon any advice given.
    - 13.2.2. Deputy Headteacher and Examinations Officer will communicate and advise students and parents/carers
- 14. Disruption in the distribution of examination papers**
- 14.1. Criteria for implementation of the plan:
    - 14.1.1. Disruption to the distribution of examination papers to the centre in advance of examinations
  - 14.2. Centre actions:
    - 14.2.1. The Examinations Officer will monitor the delivery of papers to ensure they are the correct papers and quantity.
    - 14.2.2. Where there is a discrepancy the Examinations Officer will contact the Awarding Body to notify them of any such difficulties and agree suitable alternative arrangements.
    - 14.2.3. Where papers are not received by the day of the exam, the Examination Officer will contact the Awarding Organisation for electronic access to the examination papers.
- 15. \*Centre unable to distribute results as normal**

15.1. \*Criteria for implementation of the plan:

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

15.2. Centre actions:

15.2.1. The Examinations Officer to contact awarding bodies for advice.

15.2.2. The Examinations Officer and SLT will arrange to access results at an alternative site.

15.2.3. Deputy Headteacher and Examinations Officer will arrange an alternative venue or publish results online if required.

15.2.4. Deputy Headteacher and Examinations Officer will communicate with and advise students and parents/carers.

\*information taken from the Joint Contingency Plan for the examination system in England, Wales, and Northern Ireland