

Exam Contingency Plan

Joseph leckie Academy

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Exam Contingency Plan

Centre Name	Joseph leckie Academy
Centre Number	20860
Date plan first created	05/10/2023
Current plan approved by	Joe Greaves
Current plan reviewed by	Ann Losinski
Date of next review	05/10/2024

Key staff involved in the policy

Role	Name
Head of Centre	James Ludlow
Senior leader(s)	Rachel Cook Andy Banbury
Exams officer	Ann Losinski
ALS lead/SENCo	Kristian Wallworth Nafesa Ravat
Other staff (if applicable)	Joe Greaves, Tom Pochin, Laura price, Narinder Kaur, Rachel Tranter, Nafesa Ravat

This plan is reviewed and updated annually to ensure that exam contingency planning at Joseph leckie Academy is managed in accordance with current requirements and regulations.

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exam process.

By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process at Joseph leckie Academy.

Alongside internal processes this plan is informed by the Ofqual **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication, 'What schools and colleges and other centres should do if exams or other assessments are seriously disrupted', the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the JCQ document **Preparing for disruption to examinations** (Effective from 1 September 2023).

This plan details how Joseph leckie Academy complies with the JCQ's **General Regulations for Approved Centres** (section 5.3, Centre management) by having 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 where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

Operating across more than one centre

This does not apply to this centre.

National Centre Number Register and other information requirements

The head of centre will also ensure that as a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself. (GR 5.3)

Possible causes of disruption to the exam process

1. Exams officer extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited

Entries

- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams

- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- confidential exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time

- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking to awarding bodies

Results and post-results

- access to examination results affecting the distribution of results to candidates
- the facilitation of post-results services

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

Planning: EO download all key dates from awarding bodies, upload academic calendar, update policies, pass on relevant data to tutors/ HOD/HOF

Advertise for invigilators as required EO, S.richards PA

Entries: EO: sends intention to enter forms to all HOF, update spreadsheet with information.

Deadline: 04.10.2024 Nov resit entries, 21.02.24 summer entries

In Exam Organiser on SIMMs: down load and import awarding body basedata for each series, make entries and marksheets, submit entries via A2C

Modified papers ordered by K.wallworth Sen / A.losinskiEO

Pre-Exams: Review ICE booklet, update invigilator training guides, arrange training annual event

Complete seating plans in seating organizer on Simms, resolve ny clashes, allocate exam venues and distribute exam timetables to students.

Exam papers must be signed using 'Initial point of delivery log form' delivered to exam room, then checked against delivery note, sign and store in safe in day order.

Results to be downloaded from A2C on the restricted results day and candidate statements produced S.Pace

Data manager / A.Losinski Exams officer

On restricted release day: check grade boundaries, highlight students who are 1/2 marks away from next grade :EO

JCQ / awarding body: post results service information / fees / candidate consent forms / access to scripts forms downloaded. Consent forms must be signed on or from official results day (Thursday)

Tutors available on results day to assist with queries / support for the students.

2. ALS lead/SENCo extended absence at a critical stage of the exam cycle

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:

Planning

- candidates not tested/assessed to identify potential access arrangement requirements
- centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- evidence of need and evidence to support normal way of working not collated

Pre-exams

- approval for access arrangements not applied for to the awarding body
- centre-delegated arrangements not put in place
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff (facilitators) providing support to access arrangement candidates not allocated and trained

Exam time

- access arrangement candidate support not arranged for exam rooms

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

Assist Senco R. Owen to take over tasks in K.Wallworth absence

N. Pansear Sen TA is available to assist with access arrangement queries/ obtaining evidence of normal working practices

Discuss any tasks with N.Ravat SLT eg updating policies, be aware of changes in AA and ICE

Sen to arrange invigilators trained in being a reader, scribe, prompt

Sen to inform exams department of any access arrangements for exams, order modified papers

3. Teaching staff extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- 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

- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

EO to work with HOF/HOD to make early / estimated entries and download pre-release material.

EO to ensure HOD / HOF/ are aware of deadlines / key dates, ensure NEA tasks are set and scheduled for students, internal assessments marks are submitted to the board

HOF / HOD ensure staff have received appropriate training

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

Advertise to recruit invigilators at the start of term and deliver training, if there is a need

Use cover staff if there is a shortage of invigilators on the day of the exam, staff who teach the exam subject are not to invigilate as sole invigilators

Invigilators to inform EO asap if unable to invigilate, EO to arrange replacement

5. Exam rooms - lack of appropriate rooms or main venue(s) unavailable at short notice

Criteria for implementation of the plan

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an unexpected incident at exam time

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, make use of other available rooms within the centre, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned

- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body
- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, move to alternative venue, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned

Alternative venue details: Check suitability of exam rooms with the Academy- devise a plan of which room are to be used. Sports Hall / Gym, Sixth form common room, Meeting room, Old reception area S/Pace/SLT
Keep exam papers secure at all times when changing exam rooms

Shortage of exam rooms at Academy:

EO will discuss the option of using another venue, possibility 'my Place@ next to the Academy or Bescot Stadium. EO to inform JCQ inspection Service at least 6 weeks before start of exam period by completing the 'Alternative Site Form'

EO seek support from awarding bodies for advice and instructions when using other venues or sharing facilities with another centre

- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Communication details: Send emails to students / parents (where appropriate) regarding change of venue

Telephone students if change of venue is at short notice

Arrange transport to new venue if required (both venues listed above are walking distance from the Academy).

- ensure the secure transportation of question papers or assessment materials to the alternative venue
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

No other actions identified

6. Cyber-attack

Criteria for implementation of the plan

- Where a cyber-attack may compromise any aspect of delivery

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

ICT to have a back up system in place T.Freeman ICT

Contact SIPS who can assist to restore

Staff are notified to not open phishing emails by IT team

Contingency days: 26.06.24 afternoon on 06.06.24 & 13.06.24

7. Failure of IT systems

Criteria for implementation of the plan

- MIS/IT system failure at final entry deadline

- MIS/IT system failure during exams preparation
- MIS/IT system failure at results release time

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

EO to make exam entries before final entry day to avoid any system failures

EO has Lap top and awarding body direct links to make entries / down load results, this can be used from office and home environment

Liaise with IT for implementation of results days to be smooth running of downloads

8. Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan

- Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- refer to and invoke its (exams) emergency evacuation policy/procedure in line with JCQ's 'Centre emergency evacuation procedure' (or its (exams) lockdown policy)
- contact the relevant awarding body as soon as possible and follow its instructions
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

Follow the Evacuation procedure policy and Lock down Policy- located in the Exams office

Contact the awarding body and follow their instructions

Apply for special consideration if students' are disadvantaged

Academy to communicate with students / parents /carers

Contingency days:26.06.24 afternoon on 06.06.24 & 13.06.24

9. Disruption of teaching time in the weeks before an exam - centre closed for an extended period

Criteria for implementation of the plan

- Centre 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

Other criteria:

Academy to contact candidates / Parents / Carers for updates and solutions

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- recognise it remains the responsibility of the centre to prepare students, as usual, for examinations
- facilitate alternative methods of learning
- communicate with candidates (and where appropriate, parents/carers) information relating to alternative methods of learning

Communication details: Email students / parents/ carers or telephone if short notice, about any potential disruption to teaching time and implement plans / alternative teaching sites

- take advice offered by the awarding body regarding alternative arrangements for conducting examinations that may be available
- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date

Other centre actions:

Prioritise students who would be facing their exams shortly

Arrange for Academy to be open for examination candidates only

Look at alternative venues EG My Place / Bescott Stadium

Arrange for tutoring to be accessed on line, send work home

The student may be able to sit the exam in another series.

Candidates may have the opportunity to sit their exams in an alternative series

10. Candidates may not be able to take examinations - centre remains open

Criteria for implementation of the plan

- Candidates may not be able to attend the examination centre to take examinations as normal

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- discuss alternative arrangements with the awarding body if a candidate misses an exam or loses their assessment due to an emergency, or other event, outside of the candidate's control
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body, ensuring the secure transportation of questions papers or assessment materials to the alternative venue
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Communication details: The Academy to communicate students / parents / carers by email or telephone if at short notice

Inform the awarding bodies and follow their instructions

- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

Check if the Academy can apply for special consideration

If candidate is unwell, complete a self certification / GP letter

11. Centre may not be able to open as normal during the examination period

(including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- Centre may not be able to open as normal for scheduled examinations

Other criteria:

The Academy is to inform awarding bodies asap if they are unable to open for examinations

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open
- contact the relevant awarding body as soon as possible and follow its instructions (This could include implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP).)
- contact the relevant awarding body as soon as possible and follow its instructions
- discuss alternative arrangements with the awarding body if the exam or assessment cannot take place
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Alternative venue details: My Place
60 Walstead Rd W, Walsall WS5 4PE
01922 655419

Bescot Stadium
Bescot Cres, Walsall WS1 4SA
01922 651418

Communication details: The Academy to send a change of venue details to candidates / parents / carers by email or telephone

- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment

has been materially affected and, if so, apply for special consideration

Other centre actions:

Look at alternative venue and inform awarding body any changes of circumstances

Apply for special consideration if requirements are met

12. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- understand that as a last resort, and in close collaboration with centres and regulators, awarding organisations will consider scheduling of the examination on an alternative date
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Other centre actions:

If the incorrect exam papers arrive at the Academy, securely store them and inform the awarding body

If the exam papers are missing, contact the awarding body immediately

If the exam paper have not arrived, contact the awarding body for alternative delivery by courier or electronically

If Exam papers are sent electronically, store them securely until the exam period

13. Disruption to transporting completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts/assessment evidence

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, seek advice from the relevant awarding organisations and will not make its own arrangements for transportation unless told to do so by the awarding organisation
- for any examinations where the centre makes its own arrangements for transportation, investigate

alternative dispatch options that comply with the requirements detailed in the JCQ **Instructions for conducting examinations**

- ensure the secure storage of completed examination scripts until collection

Other centre actions:

The Academy to securely store exam papers until they can be collected via yellow label service, alternative courier or proof of posting at the post office.

14. 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
- Completed examination scripts/assessment evidence does not reach awarding organisations

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- liaise with the awarding body to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body
- where marks cannot be generated by awarding body, inform candidates they may need to retake the affected assessment in a subsequent assessment series

Other centre actions:

The Head of Centre communicates this immediately to the relevant awarding bodies and subsequently to students and their parents or carers.

The EO applies to awarding bodies for special consideration for candidates where they have met the minimum requirements i.e., have been fully prepared, have covered the whole course and have taken a minimum of 25% of the qualification assessments

15. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services

Criteria for implementation of the plan

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

Other criteria:

No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- make arrangements to access its results at an alternative venue/share facilities with another centre if this

is possible, in agreement with the relevant awarding body

- make arrangements to coordinate access to post-results services from an alternative venue

Alternative venue details: My Place or Bescot Stadium

- make arrangements to make post-results requests at an alternative location
- contact the relevant awarding body if electronic post-results requests are not possible
- inform candidates of any alternative arrangements in place for the distribution of results and the facilitation of post-results services

Communication details: An email will be sent to both candidates (and where appropriate, parents/carers)
If very short notice the candidate will be telephoned

Other centre actions:

Contact the relevant awarding organisation if electronic post results requests are not possible
If possible, look at sharing facilities with another centres and inform the relevant awarding organisation.)

Prioritise candidates going through UCAS.

16. Any other cause of disruption to the exam process

Cause of disruption

No further causes identified

Centre actions to mitigate the impact of the disruption listed above

Not applicable.

Changes 2023/2024

(Updated) Under **Purpose of the plan** by adding: this plan is also informed by: the JCQ document **Preparing for disruption to examinations** (Effective from 1 September 2023).

(Changed) This plan also confirms [centre name's] compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) 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. (To) This plan also confirms [centre name's] compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) 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 where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle.

(Changed) Under **Operating across more than one centre**: As the head of centre and/or exams officer operates across more than one centre, the head of centre will ensure there is suitable support in place, so they can meet their obligations in relation to the recruitment, selection and training of staff across the centres for which they are responsible (To) As the head of centre and/or examinations officer operates across more than one centre, the head of centre will ensure there is suitable senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible in relation to recruitment, selection, training and support of staff.

(Added new section) **National Centre Number Register and other information requirements**

(Changed) Titles of **possible causes of disruption 1-3** from: absence at key points in the exam process (cycle)
(To) absence a critical stage of the exam cycle

(Changed) Title of **cause 10** from: Candidates at risk of being unable to take examinations - centre remains open (To) Candidates may not be able to take examinations - centre remains open

(Changed) Title of **cause 11** from: Centre at risk of being unable to open as normal during the examination period (To) Centre may not be able to open as normal during the examination period

(Added) To centre actions in **cause 11**: This could include implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP).

(Reworded) Centre actions in **cause 13**

(Updated where relevant) **Further guidance to inform procedures and implement contingency planning**

Centre-specific changes

Upon review in September 2023, no centre-specific updates or changes were applicable to this document

Further guidance to inform procedures and implement contingency planning

DfE

Meeting digital and technology standards in schools and colleges

Cyber Security Standards in schools and colleges (www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges)

Cyber crime and cyber security: a guide for education providers (www.gov.uk/government/publications/indicators-of-potential-fraud-learning-institutions/guide-on-cyber-crime-and-cyber-security-for-education-providers)

DfE Cyber Security Guidance - March 2023 (www.theexamsoffice.org/wp-content/uploads/2023/03/DfE-Cyber-Security-Guidance-March-2023.pdf)

Ofqual

Ofqual guidance extract taken directly from the **Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted**

(updated 18 January 2023)

Contingency planning

Awarding organisations are required to establish, maintain and comply with an up-to-date detailed written contingency plan, to mitigate any incident they have identified may occur. This includes having communication plans for external parties (**Ofqual General Condition of Recognition A6** www.gov.uk/guidance/ofqual-handbook/section-a-governance). Schools and colleges should also be prepared for possible disruption to exams and assessments and make sure staff are aware of these plans.

General contingency guidance

- **emergency planning and response** (www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings) from the Department for Education in England

- **handling strike action in schools** (www.gov.uk/government/publications/handling-strike-action-in-schools) from the Department for Education in England
- **school organisation: local-authority-maintained schools** from the Department for Education in England (www.gov.uk/government/publications/school-organisation-maintained-schools)
- **exceptional closure days** (www.education-ni.gov.uk/articles/exceptional-closure-days) from the Department of Education in Northern Ireland
- **checklist - exceptional closure of schools** (www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools) from the Department of Education in Northern Ireland
- **school terms and school closures** from NI Direct (www.nidirect.gov.uk/articles/school-terms-and-school-closures)
- **opening schools in extremely bad weather** (www.gov.wales/opening-schools-well-childcare-and-play-settings-extreme-bad-weather-and-extreme-hot-weather) - guidance for schools from the Welsh Government
- **police guidance** from National Counter Terrorism Security Office and partners on preparing for threats (www.protectuk.police.uk)

Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises. You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

You may also wish to see the JCQ's notice to centres on exam contingency plans (www.jcq.org.uk/exams-

office/general-regulations/notice-to-centres--exam-contingency-plan/) and JCQ's notice on preparing for disruption to examinations (www.jcq.org.uk/exams-office/other-documents/preparing-for-disruption-to-examinations/) in England, Wales and Northern Ireland for qualifications within its scope.

Steps you should take

Exam planning

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

In the event of disruption

- Contact the relevant awarding organisation and follow its instructions.
- Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
- Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
- Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
- In the event of an evacuation during an examination please refer to JCQ's 'Centre emergency evacuation procedure' (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/).
- Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
- Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

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.
- Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
- Ensure that scripts are stored under secure conditions.
- 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.

Steps the awarding organisation should take

Exam planning

- Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
- Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

In the event of disruption

- Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
- Provide effective guidance to any of their centres delivering qualifications.
- Ensure that where an assessment must be completed under specified conditions, students complete

the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).

- Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
- Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

After the exam

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

If any students miss an exam or are disadvantaged by the disruption

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also JCQ's guidance on special considerations (www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/)

Wider communications

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

The Department for Education in England, the Department of Education in 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 the Central Applications Office (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

Widespread national disruption to the taking of examinations or assessments

The governments' view across England, Wales and Northern Ireland is education in 2022 to 2023 has returned to normal. Schools are open and examinations will go ahead in summer 2023.

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for examinations and assessments, including exam timetables.

In November 2022, Ofqual and the Department for Education issued decisions following a consultation on the resilience of the qualifications sector (www.gov.uk/government/consultations/ensuring-the-resilience-of-the-qualifications-system-in-2023-gcse-as-a-level-project-and-aea/outcome/consultation-decisions) for specific examinations awarded in England in summer 2023. Ofqual has published Guidance for schools, colleges and other exam centres on gathering evidence of student performance (www.gov.uk/government/publications/supporting-resilience-in-the-exam-system-in-2023) for students entering GCSEs, AS and A levels, the Advanced Extension Award and Project qualifications to support resilience in the exam system in England in 2023.

The Department for Education has updated its guidance on handling strike action in schools (www.gov.uk/government/publications/handling-strike-action-in-schools) in England in light of the industrial action in 2023. The guidance recommends schools should prioritise the running of examinations and assessments on any strike days, and should review their contingency plans to make this happen. Schools, colleges and other exam centres should speak to the relevant awarding organisations if they are expecting any disruption that might affect the sitting of exams and assessments.

We will update this page as necessary, with any further relevant links, should national disruption occur.

JCQ

JCQ guidance taken directly from **Instructions for conducting examinations 2023-2024** (www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/) section 15, **Contingency planning**

15.1 The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 All centres must have 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 where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

15.4 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.

15.5 The awarding bodies will designate 'contingency sessions' for examinations, summer 2024. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland* - www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

The designation of 'contingency sessions' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event that there is national disruption to a day of examinations in summer 2024, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of the contingency arrangements so that they may take them into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

Links to other JCQ documentation

JCQ **Joint Contingency Plan** - [jqc.org.uk/exams-office/other-documents](https://www.jcq.org.uk/exams-office/other-documents)

JCQ **Preparing for disruption to examinations** - [jqc.org.uk/exams-office/general-regulations](https://www.jcq.org.uk/exams-office/general-regulations)

JCQ Notice to Centres - **Examination contingency plan/examinations policy** - [jqc.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan](https://www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan)

General Regulations for Approved Centres - [jqc.org.uk/exams-office/general-regulations](https://www.jcq.org.uk/exams-office/general-regulations)

Guidance notes on alternative site arrangements - [jqc.org.uk/exams-office/online-forms](https://www.jcq.org.uk/exams-office/online-forms)

Guidance notes for transferred candidates - [jqc.org.uk/exams-office/online-forms](https://www.jcq.org.uk/exams-office/online-forms)

Instructions for conducting examinations - [jqc.org.uk/exams-office/ice---instructions-for-conducting-examinations](https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)

A guide to the special consideration process - [jqc.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance](https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance)

GOV.UK

Emergency planning and response: Exam and assessment disruption - [gov.uk/guidance//publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings](https://www.gov.uk/guidance//publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning - [gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service](https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service)

Wales

School closures: examinations - [gov.wales/school-closures-examinations](https://www.gov.wales/school-closures-examinations)

Opening schools in extremely bad weather and extreme hot weather: guidance for schools - [gov.wales/opening-schools-well-childcare-and-play-settings-extreme-bad-weather-and-extreme-hot-weather](https://www.gov.wales/opening-schools-well-childcare-and-play-settings-extreme-bad-weather-and-extreme-hot-weather)

Northern Ireland

Exceptional closure days - education-ni.gov.uk/articles/exceptional-closure-days

Checklist - exceptional closure of schools - education-ni.gov.uk/publications/checklist-exceptional-closure-schools

National Cyber Security Centre

The NCSC's free **Web Check** (ncsc.gov.uk/information/web-check) and **Mail Check** (ncsc.gov.uk/information/mailcheck) services can help protect schools from cyber-attacks. Two NCSC cyber security services, which are already helping thousands of organisations to protect their websites and email servers from cyber-attacks, are now available to **all UK schools**. Both tools are available free of charge, are quick to set up, and thereafter run automatically. More information is available from the NCSC website (ncsc.gov.uk/blog-post/cyber-tools-for-uk-schools).

The Department for Education has been asking centres to review **National Cyber Security Centre advice** following increasing number of cyber-attacks involving ransomware infections. The NCSC information supports centres in cyber security preparedness and mitigation work.

Ransomware attacks continue and the Department is reminding centres to review the NCSC advice and to take precautions. This includes ensuring that you have backups in place for your key services and data.

For ease of reference, the Department has highlighted key links relating to the NCSC cyber security guidance below:

- Further ransomware attacks on UK education by cyber criminals - NCSC.GOV.UK (ncsc.gov.uk/news/alert-targeted-ransomware-attacks-on-uk-education-sector)
- Ransomware advice and guidance for your IT teams to implement (ncsc.gov.uk/guidance/mitigating-malware-and-ransomware-attacks)
- Offline backups in an online world (ncsc.gov.uk/blog-post/offline-backups-in-an-online-world)
- Backing up your data (ncsc.gov.uk/collection/small-business-guide/backing-your-data)
- Practical resources to help schools improve their cyber security (gov.uk/section/education-skills/cyber-security-schools)
- Building Resilience: Ransomware, the risk to schools and ways to prevent it ([com/watch?v=FppzWedY0ic&t=237s](https://www.youtube.com/watch?v=FppzWedY0ic&t=237s))
- School staff offered training to help shore up cyber defences - NCSC.GOV.UK (gov.uk/news/school-staff-offered-training-to-help-cyber-defences)