

**BRINE LEAS SCHOOL**  
Part of The Cornovii Trust



## **EXAMINATION CONTINGENCY PLAN**

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## **1. AIMS OF THE EXAM CONTINGENCY PLAN**

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow
- To safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions. The Examination Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. This also applies to all other qualifications at Brine Leas School.

The priority when implementing contingencies will be to maintain three principles:

- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards.

## **2. LEGISLATION AND GUIDANCE**

This plan adheres to:

[Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which require all exam centres to have a written examination contingency plan/examinations policy.

[DfE Contingency Guidance](#)

If external regulations or guidance are updated within the lifetime of this policy, external regulations will take priority and will be followed.

## **3. RESPONSIBILITIES**

### **3.1 Headteacher**

The Headteacher will ensure that a written examination contingency plan is in place that covers all aspects of examination administration.

### **3.2 SLT (examinations) and Examinations officer**

The SLT (examinations) and Examinations officer will ensure arrangements are in place for the dynamic execution of the Examinations Contingency Plan.

### **3.3 Staff and invigilators**

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

#### **4. COMMUNICATIONS**

In the event of local disruption, communication to teachers and students will take place through the Exams Officer following agreement with the Headteacher.

In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholder.

## **5. CAUSES OF POTENTIAL DISRUPTION TO EXAM PROCESS**

### **5.1: Exam officer extended absence at key points in the exam cycle**

Data manager to follow procedures and practices within the Examinations Officer remit  
Exams Officer to ensure essential information is available to Data Manager and SLT (examinations)

Exams Officer to ensure exam policies and procedures are up to date at all times

### **5.2: SEND-coordinator extended absence at key points in the exam cycle**

TA (responsible for adjustments for candidates with disabilities and learning difficulties) will ensure essential information is available to Examinations Officer and SLT (examinations)

Exams Officer to ensure exam cycle, policies and procedures are up to date at all times

### **5.3: Curriculum Leaders' extended absence at key points in the exam cycle**

SLT (examinations) to ensure departmental continuity by requesting an alternative member of the takes responsibility for the actions above.

### **5.4: 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

#### **Centre actions:**

Examinations Officer to maintain a short list of suitable candidates.

Examinations Officer to ensure that capacity is never exceeded on any one day.

SLT (examinations) / Examinations Officer to review training procedures regularly and put in place additional training as required.

Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 1)

Examinations Officer to ensure an Incident Log is in place (Appendix 3)

### **5.5: Exam rooms – lack of appropriate rooms or centre unable to open 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

#### **Centre actions:**

Pre-planning at all stages is essential.

SLT (examinations) and Examinations Officer to continually review all stages of the process.

Main hall and gymnasium to be first option as alternative venue for emergency accommodation.

Alternatively, the school should use venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building).

Examinations Officer to inform each awarding organisation with which examinations are due to be taken as soon as possible.

Headteacher to decide whether it is safe for the school to open for examinations.

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

Emergency Evacuation plan should be in place (Appendix 1).

Examinations Officer to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

## **5.6: Disruption of teaching time – 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

### Centre actions:

SLT (examinations) to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.

Examinations Officer to advise the Examination Boards as appropriate.

The school should plan to facilitate teaching and learning by an alternative method

## **5.7: Candidates unable to take examinations because of crisis – centre remains open**

Examinations Officer to communicate with relevant awarding organisations at the outset to make them aware of the issue and arrange to sit exams at a different venue in extremis.

SLT (examinations and / or pastoral) to communicate with parents, carers and candidates regarding solutions to the issue.

Should a significant number of candidates need to be isolated due to sickness, use DG05/DG06 and request a first-aid trained colleague to be on hand.

If a small number (<5) are affected, isolate students in a classroom with separate invigilation.

Examinations Officer to apply for Special Consideration for those affected. 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.

## **5.8: Disruption in the delivery of examination papers from the exam board to the centre**

Examinations Officer to communicate with awarding organisations to organise alternative delivery of papers.

Arrange with exam boards for alternative means of receiving papers either electronically or alternative courier.

Examinations Officer to ensure papers are kept securely until needed.

Awarding organisations provide electronic access to examination papers via a secure external network, or fax examination papers to centres if electronic transfer is not possible.

## **5.9: Disruption to the transportation of completed examination scripts**

Examinations Officer to communicate with relevant Exam Boards at the outset to resolve the issue.

Alternative transport should only be used with the agreement of the relevant Exam Boards.

Scripts must be stored securely until such time transport is confirmed.

## 5.10: 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

### Centre actions:

SLT (examinations) communicates this immediately to awarding organization(s) and subsequently to students and their parents / carers.

Exam boards may generate candidate marks for affected assessment based on other evidence, as defined by the exam boards and the regulators.

It may be necessary for the candidate to retake the assessment at the next available opportunity

## 5.11: Failure of IT systems

### Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

### Centre actions:

SLT (examinations) to contact in-house IT department.

Examinations Officer to contact all Examination Boards for alternative route for dissemination of results.

## 5.12: Centre unable to distribute results as normal

### Criteria for implementation of the plan

- The school is unable to access or manage the distribution of results to candidates, or to facilitate a postal results services

### Centre actions:

Examinations Officer to contact awarding bodies ascertain their contingency measures and work with awarding bodies to implement these at school-level.

SLT (examinations) and Examinations Officer to make arrangements to access its results at an alternative site.

SLT (examinations) and Examinations Officer to coordinate access to post result services from an alternative site.

## 7. LINKS TO OTHER POLICIES

- The Critical Incident policy
- The Examination Lockdown policy (Appendix 2)

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## **APPENDIX 1: POLICY FOR SEVERE DISRUPTION / EVACUATION DURING EXTERNAL EXAMINATIONS**

### **Possible Causes**

- Unreasonable noise disruption
- Fire/Bomb/Flood Alert during an Examination

### **1. Unreasonable noise disruption**

In the event of a severe disruption in an externally set examination, invigilators are advised to stop the examination, tell the candidates to close their answer books, make a note of the time and summon help (Exams Officer/SLT (examinations)/Fire Officer/Main Office) to resolve the problem. Exam room conditions must be maintained.

When the disruption has been resolved the candidates can resume their examination and the time taken to resolve the issue added on at the end of the examinations. The candidates must be supervised at all times and thus the break in the examination can be regarded as 'a supervised rest break'.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. The Exams Officer to make Examining Bodies aware of the disruption if necessary.

### **2. Fire/Bomb/Flood Alert during an Examination**

#### **Procedure for Emergency Evacuation from an Examination**

- The Exams Officer will proceed to the Exam venue.
- The SENDCO will proceed to the rooms housing the candidates with Access Arrangements.
- The lead invigilator will mark the time of the interruption on the whiteboard and Evacuation Sheet, and stop the exam in each room. The lead invigilators will be responsible for taking a copy of the attendance lists to the evacuation point.
- All students must remain in the exam room, seated in silence until the member of staff arrives.
- In the event of an alarm the candidates will be asked to stand behind their desks and, leaving their exam papers and belongings behind (including mobile devices that were handed in prior to the start of the examination), will file out one row at a time to the assembly point. They will be accompanied by the invigilators and the member of SLT, Exams Officer and SENDCO. The exam room(s) will be locked.

- Students must line up at the Assembly Point at the opposite side to the main body of the school population. A register will be taken from the attendance list to establish that all candidates are present.
- When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will be resumed. The candidates will be entitled to the full time for the examination.
- The candidates must remain under examination conditions during emergency evacuation procedures and must not attempt to contact another candidate or any other member of the school community.
- The Exams Officer will contact the Examination Board in accordance with JCQ regulations.
- If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the evacuation point.
  - In the event of an emergency requiring candidates to evacuate buildings during an examination the following areas should be used but the candidates **must** be kept at a distance and in silence from the main body of pupils who will be mustering at the same emergency evacuation point (tennis courts).

**The ASSEMBLY POINTS are as follows:**

- **Assembly Point 1** – Space behind sports hall (if fewer than 50 and threat isn't present there)
- **Assembly Point 2** – Tennis courts (if over 50 students)
- **Assembly Point 3** – Top of the field (if absolutely necessary)

At all times invigilators must act in accordance with section 16 of the 'Instructions for conducting examination' booklet. They should also summon assistance immediately an emergency arises. Silence should be maintained during the time the candidates are outside the examination room.

**EMERGENCY EVACUATION PROCEDURE (STUDENTS)**

**What to do if there is an emergency during your exam:-**

- Listen carefully to the instructions the invigilators give you.
- Leave the exam room calmly and stay with the members of staff at all times.



- Do not talk to other students, either from the exam or from outside – remember that you are still under exam conditions and have to follow the exam regulations.
- Staff will take you out of the building and you will wait outside until the emergency is over
- You will not lose any time from your exam. When it is possible to return to your exam room, any time lost will be added onto the end of your exam time.
- If you break any of the exam regulations during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room

On the sound of the fire alarm (continuous ring): Students must follow the instructions given by the exam invigilator(s). Exam conditions continue to apply so talking or gesturing to the other candidates is not allowed.

### **EMERGENCY EVACUATION PROCEDURE (INVIGILATORS)**

#### **What to do if there is an emergency during an exam:-**

- Stop the exam noting the time on the whiteboard and the “Fire Evacuation” sheet.
- Ask the candidates to stop writing, put their pens down and turn over their exam paper.
- Advise the candidates to stay calm and that the exam room will be evacuated.
- The Exams Officer will make their way to the exam venue.
- Remind the candidates that they are still under exam conditions and that talking or gesturing to the other candidates is not allowed.
- Students must leave the exam paper on the desk along with their equipment. They will not be allowed to collect their belongings.
- Evacuate the students in the exam room row by row (where appropriate). The senior invigilator will assign invigilators to accompany and supervise the students as they leave the room. Each invigilator should supervise no more than 30 students and remain with them at all times
- Students will be directed to the appropriate assembly point where they will wait in the same order as in the Exam Room. Students should remain in silence and do as instructed by any member of staff
- DO NOT ALLOW STUDENTS TO RUN.
- The Exams Officer will provide assistance with the supervision of candidates

- Once all candidates are evacuated the Exams Officer checks that there are no students remaining in the exam room and closes the fire doors. Other access points to the room must be locked
- The roll call will then be completed in accordance with the candidate entry list and seating plan
- The Exams Officer will liaise with a member of the Senior Leadership Team to ascertain the status of the fire evacuation. If the fire evacuation is a drill or false alarm the candidates will be escorted back to the examination room for the exam to be re-started in accordance with the JCQ regulations.

## **APPENDIX 2: EXAMINATIONS LOCKDOWN POLICY**

### **1. PURPOSE OF THE POLICY**

This policy details the measures taken at Brine Leas School in the event of a centre lockdown during the conducting of examinations.

Examples of when a lockdown may be required is shown below:

- an incident or civil disturbance in the local community which poses a risk
- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity
- a dangerous animal roaming loose
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

With regard to conducting examinations, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process
- how to achieve an effective lockdown
- how to let people know what's happening
- training staff engaged/involved in the conducting of examinations
- STAY SAFE principles (Run, Hide, Tell)

### **2. ROLES AND RESPONSIBILITIES**

#### **Head of Centre**

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates.
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities.
- To arrange appropriate training for all exams-related staff in lockdown procedures.
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room

due it being locked down.

- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe.
- To provide written lockdown procedures for exam room/invigilator use.
- To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates .

### **SLT (examinations)**

- To have accountability for all exams staff and candidates taking examinations during a lockdown.
- To run training/drills for examination candidates on lockdown procedures.
- To inform parents/carers about the centre's Lockdown policy in relation to the conducting of examinations.
- To have a presence around exam room areas prior to the start of each exam session.
- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown.
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for.

### **Exams Officer**

- To train invigilators in the centre's lockdown procedure.
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown.
- To assist with Lockdown training for staff and students where applicable to the conducting of examinations.

### **Invigilators**

- To be aware of the centre's lockdown procedure.
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown.
- Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room.

## **LOCKDOWN PROCEDURE**

### **3. BEFORE AN EXAMINATION**

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas.
- Candidates will be instructed to enter the exam room immediately.
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door

- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
- The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately.
- Invigilators will:
  - lock all windows and close all curtains/blinds;
  - switch off all lights;
  - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room;
  - take an attendance register/head count if possible;
  - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.

#### **4. DURING AN EXAMINATION**

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
  - tell candidates to stop writing immediately and turn their papers over;
  - collect the attendance register;
  - make a note of time when the examination was suspended;
  - instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desks;
  - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode);
  - lock all windows and close all curtains/blinds;
  - switch off all lights;
  - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room;
  - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

## **5. AFTER AN EXAMINATION**

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- Invigilators will:
  - stop dismissing candidates from the exam room;
  - instruct candidates who have left the room to re-enter the exam room;
  - instruct candidates to remain silent and hide under examination tables;
  - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode);
  - lock all windows and close all curtains/blinds;
  - switch off all lights;
  - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room;
  - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room;
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

## **6. ENDING A LOCKDOWN**

- The lockdown will be ended by either:
  - the sound of a defined alarm, or
  - the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room.
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine.
- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT.
- Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination.
- Invigilators will then:
  - ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period;
  - recalculate the revised finish time(s) to allow for the full exam time ;
  - tell the candidates to turn their papers over and re-start their exam;
  - amend the revised finish time(s) on display to candidates;
  - note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log).

- The exams officer will:
  - provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies);
  - safely/securely store all collected exam papers and materials pending awarding body advice/guidance.
  
- Where applicable/possible/available, SLT/exams officer will:
  - negotiate any alternative exam sittings with the awarding bodies;
  - offer, arrange and provide support services to staff and candidates.
  
- At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes).
  
- Where possible, exams staff and candidates will be invited to attend an assembly lead by the head of centre to discuss the lockdown and offer ongoing support.
  - If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

**EXAM ROOM FIRE EVACUATION SHEET**

**Exam title:**

**Exam board:**

**Exam Room:**

**Length of exam:**

**Start time:**

**Exam stopped at:**

**Time remaining:**

**Exam restarted at:**

Please ensure that this sheet is collected in the event of a fire evacuation Exam Room Fire Evacuation Procedures are attached to this document.

- Inform the students of the new finish time both verbally and by adjusting the start/finish times on the whiteboards
- At the end of the exam reassure the students that the incident will be reported to the examination board and a request will be made for special consideration, to take into account of the disturbance caused to them

**Emergency evacuation procedures during examinations**

- Remain calm and follow instructions from invigilators.
- Leave papers and scripts in the exam room.

- Assemble in silence at the evacuation point.
- Candidates will remain separate to rest of cohort.
- Remain under examination conditions.
- Do not attempt to communicate with anyone.
- Full working time will be allowed for the examination.
- Awarding Bodies will be notified of any disturbance which may qualify for special consideration.



