

Queen Elizabeth's Grammar, Alford

A Selective Academy



Examination Contingency Plan Policy

At Queen Elizabeth's Grammar, Alford the named persons with responsibility for contingency plans during examinations are:

Examination Officer	Mrs E Kemp
Assistant Head	Miss B Allen
Head of Centre	Mr G Thompson

Approved by: Headteacher
Date Approved: March 2025
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OVERVIEW

The purpose of this plan is to have arrangements in place to cover any possible disruption to examination procedures. These could include:

1. Exam officer extended absence at key points in the exam process (cycle)
2. Specialist Assessor extended absence at key points in the exam cycle
3. Teaching staff extended absence at key points in the exam cycle
4. Invigilators – lack of appropriately trained invigilators in invigilators absence
5. Exam rooms – lack of appropriate rooms or main venues unavailable at short notice
6. Failure of IT systems
7. Disruption of teaching time – centre closed for extended period
8. Candidates unable to take examinations because of a crisis – centre remains open
9. Disruption in the distribution and transportation of Exam papers and scripts
10. Completed exam scripts/assessment evidence is not available to be marked
11. Centre unable to distribute results as normal
12. Head of Centre/assistant head's absence

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PURPOSE OF THE PLAN

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process in Queen Elizabeth's Grammar – Alford. By outlining actions/procedures to be invoked in the case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the Joint Contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

This Plan complies with JCQ general regulations (section 5) in that:

The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of the examination administration. This will allow members of the senior leadership team, to have a robust contingency plan in place, minimising risk to examination system, should the examinations officer be absent at a crucial stage of the examination cycle.”

CAUSES OF POTENTIAL DISRUPTION TO THE EXAM PROCESS

1. EXAM OFFICER EXTENDED ABSENCE AT KEY POINT IN THE EXAM PROCESS (CYCLE)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle are not undertaken, these may include:

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 and trained

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

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PRE-EXAMS

- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- 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 e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required to awarding bodies

RESULTS AND POST-RESULTS

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

CENTRES ACTIONS:

Examinations Officer to ensure Exam Cycle, policies and procedures are up to date at all times.

Assistant Head kept up to date with each step of the exam cycle.

Senior Invigilator trained to stand as deputy as required with support from Specialist Assessor and Assistant Head.

Handbook to be completed over a full exam season outlining each stage of the process by the examinations officer.

2. SPECIALIST ASSESSOR EXTENDED ABSENCE AT KEY POINTS IN 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
- evidence of need and evidence to support normal way of working not collated

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PRE-EXAMS

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

EXAM TIME

- access arrangement candidate support not arranged for exam rooms

CENTRES ACTIONS:

Examinations Officer to make Head of Centre, Assistant Head and SEN department aware of deadlines for each exam cycle as soon as possible.

Specialist Assessor to work closely with Assistant SEN on each part of the cycle to ensure continuity in conjunction with the examinations officer and Assistant Head as appropriate.

3. TEACHING STAFF EXTENDED ABSENCE AT KEY POINTS IN THE EXAM CYCLE

Criteria for implantation of the plan

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

CENTRE ACTIONS:

Assistant Head to ensure continuity by requesting an alternative member of staff takes responsibility for the actions above.

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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

CENTRES ACTIONS:

- Examinations officer to ensure that capacity is never exceeded on any one day.
- Examinations officer/ Assistant head to review training procedures regularly and put in place additional training as required.
- Examinations officer/ Assistant head to ensure a specific Exams Day contingency plan is in place (appendix 1).
- Examinations officer/Assistant Head to ensure a specific emergency Evacuation procedure is in place (appendix 2).
- Examinations officer to ensure an incident log is in place (appendix 3).

5. LACK OF APPROPRIATE ROOMS OR MAIN VENUES UNAVAILABLE AT SHORT NOTICE

Criteria for implementation of the plan

- Examinations officer, Head of Centre and Assistant head 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

CENTRES ACTIONS

Pre-planning at all stages is essential.

Assistant head and examinations officer to continually review all stages of the process.

Queen Elizabeth's Grammar, Alford and John Spendluffe Technology College have a formal agreement, in principle, in place that if either school is incapacitated to this extent that the other will support the exam process.

Emergency Evacuation plan should be in place (appendix 3).

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6. 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

CENTRES ACTIONS

Assistant head to liaise with IT department.

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

7. 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.

CENTRES ACTIONS

The centre to communicate with parents, carers and students about the potential disruption to teaching time and plans to address this.

Alternative venues to be prioritised for students with imminent exams.

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8. CANDIDATES UNABLE TO TAKE EXAMINATIONS BECAUSE OF A CRISIS – CENTRE REMAIN OPEN

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

CENTRES ACTIONS

The centre to communicate to relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.

Examinations officer to liaise with the exam boards to sit exams in different venues.

Should a significant number of candidates need to be isolated due to sickness alternative rooms to sourced either within the school or outside as appropriate.

Applications for Special Consideration for those affected to be completed by the examinations officer.

9. DISRUPTION IN THE DISTRIBUTION AND TRANSPORTATION OF EXAMINATION PAPERS AND SCRIPTS

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations
- Delay in normal collection arrangements for completed examination scripts

CENTRES ACTIONS

The centre to communicate with Exam Boards for alternative delivery of papers

Examination Officer to ensure that papers and completed scripts are kept securely at all times.

Alternative transport of scripts to be agreed with Exam Boards as appropriate.



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10. COMPLETED EXAMINATIONS SCRIPTS/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

CENTRES ACTIONS

It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisations and subsequently to students and their parents or carers.

The Head of Centre to liaise with the Exam Boards about either generating candidate marks for affected assessments or retaking the assessment at the next available opportunity.

11. CENTRE UNABLE TO DISTRIBUTE RESULTS AS NORMAL

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.

CENTRES ACTIONS

Head of Centre to contact Exam Boards about alternative options.

Head of Centre to arrange to access results at an alternative site.

Head of Centre to inform staff, students and parents as soon as possible of the change in distribution of results.

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12. HEAD OF CENTRE/ASSISTANT HEAD ABSENCE

Criteria for implementation of the plan

Head of Centre or Assistant Head responsible for exams is absent.

CENTRES ACTIONS

Delegated responsibility given to the Assistant Head responsible for exam, should the Head of Centre be absent for any reason. If that individual is absent, then further delegation to other remaining Assistant Heads.

All Assistant Heads informed and involved in some part with the exams process and work closely with the Exams' Officer as required through the exam cycle.

13. CYBER SECURITY INCIDENT

Although the severity of a cyber security incident may alter exactly what we do below would be our thinking to avoid issues with the exams.

CENTRES ACTIONS

Under normal circumstances, the student's work is saved on the school network so that if the computer has a power cut the work will still be saved. However, if the server or network connectivity was to be affected by a cyber incident we would work locally on the computers with local accounts. Work would be saved on these and then printed by transferring the work using memory sticks to a locally connected printers.

Power outage would cause greater issues with the most likely course of action to use laptops with decent batteries where an exam would easily fit within the time frame. We would also find a resolution estimate for the power outage and adjust our plans should the need arise. The change of plans would likely require the use of another centre.

Ransomware school wide would mean that we would need to look at the use of an alternative centre.

During the issuing of exam results if we cannot download through the A2C system the exams officer will login to each exam board. This could be done from home where necessary. The A2C system could also be installed on a laptop and used remotely if needed.

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APPENDIX 1

EXAMS DAY CONTINGENCY PLAN

Exam Item	Location/Holders Name	Responsibility
Keys to the secure storage for exam papers and stationery	EK holds master. SH holds a full set of keys to office and all secure storage	EK/BA
Exam Timetable	Timetable available initially on Integris. Detailed timetables including rooms on school system	EK BA/SW/EK
Room timetable	Rooms to be allocated to students not in the hall and put on individual timetable and details on school system. Each day is printed and put on notice board on a daily basis to take into account any changes	BA/EK
Candidate cards/ setting out exam rooms and notices	In boxes ready for each day sheets for each room printed from the system for senior invigilator to coordinate allocation of cards for each box	EK/Senior invigilator
Invigilators	EK to organise with senior invigilator. Allocated on system and daily sheets	EK
Access arrangements including cover sheets	On school system and printed out on daily basis for each room in the appropriate box.	EK and AM aware of each room and requirements
Script envelopes/examiner address labels	Each day is allocated a slot in a filing cabinet and any registers and labels received are in the box. Changes to addresses e mailed to Exams officer.	EK/ Senior invigilator
Exam Clashes	Master list of clashes in EK folder and supervision is listed on school system for each exam	EK/Senior invigilator
Collection of scripts	invigilators	invigilators
Collations of scripts	Invigilators and senior invigilator checks off attendance sheets and official forms and sheet countersigned by EO on the day	Senior invigilator/EK
Completion of proof of posting /posting scripts	Sheet is filled in each collection of what is being collected including the codes for each label. If a sheet has been sent by the boards finish filling in and if not EK master set in trays on desk	EK
Awarding bodies telephone numbers WJEC AQA OCR PEARSON	 02920265000 08001971762 01223553998 08444632535	

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APPENDIX 2

EVACUATION PROCEDURE DURING EXAMS.

POSSIBLE CAUSES

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

UNREASONABLE NOISE DISRUPTION

In the event of a severe disruption in an external set examination, invigilators are advised to stop the examination tell the candidates to stop writing and close their answer books. The invigilator must make a note of the time and summon help from with the Examinations Officer or Assistant Head to sort out the problem. Exam rooms conditions must be maintained.

When the disruption has been resolved the candidates can resume their examination and the time taken to resolve the issue will be added on at the end of the examination.

An incident log (appendix 3) must be completed with the times of the disruption noted. The Examination Officer is to make the Exam Boards aware of the disruption if necessary.

FIRE / BOMB / FLOOD ALERT DURING AN EXAMINATION

In the event of a fire alarm or being made aware of a bomb alert (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life in line with the schools Fire procedure. The next priority is to ensure the security of the examination.

The candidates should be asked to stop writing and close their answer books and the time should be noted by the invigilator. The attendance register should be collected in preparing for evacuation of the premises. If there is enough time the Examinations Officer or Assistant head should be summoned to ascertain if an evacuation is required.

If evacuation is required, the invigilator needs to advise the candidates that they are to leave all the question papers and scripts in the examination room and that they should leave in silence as they will remain under examination conditions.

Candidates are to move to the assembly point on the grass at the back of the school in an orderly manner remaining silent at all time and are to stay with the invigilator. The invigilator will check that all candidates on the attendance register are in each of their groups and liaise with the examinations officer and assistant head.

When the emergency is over, and the Head of Centre has dismissed each of the groups, the candidates will return to the examination room remaining under examination conditions and continue with examination as soon as possible.

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Candidates are to return in silence and examination conditions to the examination hall. The length of time of the disruption is to be noted and a full report of the incident and any action taken is to be sent to the relevant awarding body.

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Exam room Incident Log

Date:

Time:

Examination:

Venue:

Exam	Start	Finish

Invigilator(s):

Name	Time in	Time out

Record of incident:

Time	Incident

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