

## **EXAMINATIONS CONTINGENCY PLAN POLICY**

2020-21 and 2021-22

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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 at HIC. 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.

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 examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, 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 points in the exam process (cycle)

#### Criteria for implementation of the plan

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

#### **A. 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

#### **B. 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

### **C. 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

### **D. 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

### **E. Results and post-results**

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

#### Centre actions:

- a. Head (Academic) to appoint a suitable Examinations Officer as rapidly as possible, who will follow procedures and practices within the Examinations Officer remit,
- b. Exams Officer to ensure essential information is available to Deputy Head (Academic)
- c. Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

## **2. SENCo 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:

### **A. Planning**

- candidates not tested/assessed to identify potential access arrangement requirements

- evidence of need and evidence to support normal way of working not collated

## **B. Pre-exams**

- approval for access arrangements not applied for to the awarding body **within the deadline**
- 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

## **C. Exam time**

- access arrangement candidate support not arranged for exam rooms

### Centre actions:

- a. Head (Academic) to appoint a suitable representative for SENCo as rapidly as possible, who will follow procedures and practices within the SENCo remit.
- b. Exams Officer to ensure essential information is available to Head (Academic)
- c. Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

## **3. Heads of Department extended absence at key points in 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
- Internal assessment marks and candidates' work not provided to meet submission deadlines

### Centre actions:


- Head (Academic) to ensure departmental continuity by requesting an alternative member takes responsibility for the actions above.

## **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.
- Head (Academic)/Examinations Officer to review training procedures regularly and put in place additional training as required.
- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1)
- Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)
- Examinations Officer to ensure an Incident Log is in place (Appendix 3)
-  Internal Exam Time-Table Spreadsheet created and shared to relevant invigilators. Discussed and identified the individual needs of every student by remarks for each student and the centre as a whole. Invigilators are being educated before the start of the exam.

## 5. Exam rooms - lack of appropriate rooms or main venues 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

Centre actions:

- Pre-planning at all stages is essential.
- Head (Academic) and Examinations Officer to continually review all stages of the process.
- Upstairs 2<sup>nd</sup> Room to be first option as alternative venue for emergency accommodation and ensuring it meets the exam room standards (ventilation, temperature etc.)
- Emergency Evacuation plan should be in place (Appendix 2)

## **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

### Centre actions:

- Head (Academic) and examinations to contact in-house IT department.
- Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results, receive exam updates and dispersal of papers electronically.

## **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

### Centre actions:

- The Centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- As the campus is quite disperse – alternative venues to prioritised for students with imminent exams.
- Examinations Officer to advise the Examination Boards as appropriate.
- In extreme circumstances advise candidates they may need to sit exams in the next available series.

## **8. Candidates unable to take examinations because of a crisis – Centre remains open**

### Criteria for implementation of the plan

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

### Centre actions:

- The Centre to communicate with 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.

- Centre to liaise with Exam Boards to sit exams at a different venue in extremis.
- Should a significant number of candidates need to be isolated due to sickness, use the Auditorium and request a member of the Staff to be on hand.
- If a small number (<5) are affected, isolate students in the Auditorium with separate invigilation.
- Apply for Special Consideration for those affected to the appropriate Exam Boards.

✚ Example: In a case of a Tube Strike. If the candidate/s is/are able to sit for the paper on the same day by arriving late, follow the late arrival procedure outlined in ICE ensuring the confidentiality of the paper. If the candidate/s is/are not able to sit the paper on the same day, Centre to communicate with 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.

## **9. 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

### Centre actions:

- The centre 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. either electronically or alternative courier.
- Examinations Officer to ensure correct papers are handed over to the invigilators.

✚ Remarks added for every student requiring special note and invigilators are educated beforehand.

✚ College ensures the availability of exam papers by having an inventory log book and checking on day prior each exam on the availability of paper for the next day. If paper is unavailable for the next day, immediately call and inform the exam board on suitable alternative solution.

## **10. Disruption to the transportation of completed examination scripts**

### Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

### Centre actions:

- The Centre 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.
- ✚ Secondary person to post exam answer scripts in an emergency situation – Mrs Sivapriya Kandeepan (Contact No: +447984164977)

### **11. 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:

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.
- It may be necessary for the candidates to retake the assessment at the next available opportunity.

### **12. 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

#### Centre actions:

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.

### 13. Summer Term 2022 Exam Contingency Plan

The government is clear that students entering GCSEs, AS or A levels in 2022 should expect to take exams in the summer. In recognition of the fact that students' education has been disrupted by the pandemic, they will be given extra help to prepare for their exams as follows:

- students taking GCSEs in English literature, history, ancient history and geography will not need to cover the usual range of content in the exams
- students taking GCSEs in all other subjects will be given advance information about the focus of the content of the exams to help them focus their revision
- students taking AS and A levels will be given advance information about the focus of the content of the exams to help them focus their revision
- students taking GCSEs in mathematics will be given in their exams copies of formulae they would in other years have to memorise
- students taking GCSE physics and combined science will be given in their exams a sheet covering all the equations they might need to apply in the exams

The summer exam series begins in May. GCSE, AS and A levels exams start on Monday 16<sup>th</sup> May 2022 and finish on 28<sup>th</sup> June 2022.

If exams have to be cancelled in summer 2022, students' grades will instead be determined by their teachers, using a Teacher Assessed Grade (TAG) approach similar to that used in summer 2021. TAGs are based on teachers' assessment of their students' work.

If exams are cancelled the Secretary of State will set out in a direction to Ofqual the government's policy on how TAGs should be used to determine grades in summer 2022. This direction would take account of the timing of the decision to cancel exams and any public health restrictions in place at the time.

The centre is following the guidance updated by gov.uk on their website : <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

Where candidates are travelling to or within an area under local restrictions to take exams, they should refer to the [local restrictions guidance](#).

#### Alternative sites

If on a short notice, the centre needs to book alternative site for the purpose of conducting exams, centres must contact the awarding body for guidance.

When a new venue is identified, the centre will complete the JCQ's online alternative site arrangements form for GCSE, AS or A levels, or notify the appropriate awarding organisation for other qualifications, as soon as possible. This may be done, where necessary, the day before the exam, or in exceptional circumstances, on the day of the exam.

### **Arrival and departure of candidates**

Candidates are advised to read the [safer travel guidance](#) before planning their journey to their exam.

As candidates arrive before the scheduled start time of exams, the centre needs to keep them separate from other students arriving at the college. To maintain proper social distancing the exam candidates will be taken to the waiting room (auditorium) before the start of the exam.

Candidates are advised to follow social distancing rules, wear face coverings if they wish to and sanitise their hands, etc.

Candidates are advised to follow social distancing while leaving the exam room. The candidates will be asked to leave the premises using the exit gate in auditorium.

### **Cleaning**

Exam rooms should be kept clean. Frequently touched surfaces (for example, door handles, individual desks) should be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.

### **Set up of the exam room**

Desks should face in one direction. For GCSE, AS and A level exam, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations.

Private candidates or those returning to college to take exams, will be seated 2 metres apart from each other in the same room.

Desks should be correctly spaced.

The exam room are properly ventilated at the centre following the advice given Health and Safety Executive.

**Face coverings** - Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.

#### **14. Autumn Term 2021 Exam Contingency Plan (COVID 19)**

The autumn exam series begins in October. AS and A levels exams start on Monday 4 October and finish on Friday 22 October. GCSE exams start on Monday 1 November and finish on Monday 23 November. This is an additional exam series which is added in this year to give fair chance to Summer 2020 candidates.

The centre is following the guidance updated by Department of Education on their website : <https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams>

Where candidates are travelling to or within an area under local restrictions to take exams, they should refer to the [local restrictions guidance](#).

#### **Alternative sites**

If on a short notice, the centre needs to book alternative site for the purpose of conducting exams, [DfE exam support service](#) can be contacted to try to find an additional venue.

When a new venue is identified, the centre will complete the JCQ's online alternative site arrangements form for GCSE, AS or A levels, or notify the appropriate awarding organisation for other qualifications, as soon as possible. This may be done, where necessary, the day before the exam, or in exceptional circumstances, on the day of the exam.

#### **Candidates who miss exams in the autumn series**

The minimum necessary assessments needed for special consideration to apply vary by qualification. For GCSE, AS and A levels, provided candidates have completed a minimum of 25% of the assessments in the subject, they will be awarded a grade by the exam boards if their application for special consideration is accepted by them.

GCSE, AS and A level exam in the autumn series cannot be rescheduled.

#### **Engagement with NHS Test and Trace**

Centre will need to collect and keep contact information for candidates and invigilators so that you can share it with NHS Test and Trace if needed.

#### **Arrival and departure of candidates**

Candidates are advised to read the [safer travel guidance](#) before planning their journey to their exam.

As candidates arrive before the scheduled start time of exams, the centre needs to keep them separate from other students arriving at the college. To maintain proper social distancing the exam candidates will be taken to the waiting room (auditorium) before the start of the exam.

Candidates will be instructed at the reception to follow social distancing rules, wear face coverings if they wish to and sanitise their hands, etc.

Candidates must be instructed to follow social distancing while leaving the exam room. The candidates will be asked to leave the premises using the exit gate in auditorium.

### **Cleaning**

Exam rooms should be kept clean. Frequently touched surfaces (for example, door handles, individual desks) should be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.

### **Set up of the exam room**

Desks should face in one direction. For GCSE, AS and A level exam, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations.

Private candidates or those returning to college to take exams, will be seated 2 metres apart from each other in the same room.

Desks should be correctly spaced.

The exam room are properly ventilated at the centre following the advice given Health and Safety Executive during Coronavirus pandemic.

**Face coverings** - Candidates and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.

## **15. COVID- 19 guidance during 2020-21 and 2021-22 academic years**

*The centre is following DfE guidance published and updated on 7<sup>th</sup> September 2021.*

### **A. Exam centre responsibility for students retaking qualifications from summer 2020 and summer 2021:**

Students entered for qualifications in the 2020/21 academic year will use the grades they receive in summer 2021 to move onto their next step.

There will also be an opportunity for students to sit exams in autumn 2021, or at the first available opportunity in 2022, for:

- GCSEs
- some AS levels
- A levels
- some vocational and technical qualifications (VTQs)
- other general qualifications

In the rest of the document, we refer to these opportunities collectively (for mainly GQs in the autumn and VTQs in January and the spring) as autumn 2021, for ease of reference. *Qualifications not regulated by Ofqual, such as iGCSEs and international A levels, are not within the scope of this guidance.*

## **B. Summer term 2021 qualification arrangements**

Following the cancellation of 2019/20 academic year summer exams, students received their centre assessment grades, except where calculated grades were higher, in which case the calculated grades were awarded instead.

These summer 2020 grades were formal grades, with the same status as grades awarded in any other year, and the vast majority of students have been able to use them to move on to their next steps.

There was an opportunity for students to sit exams in autumn 2020 and for some VTQs in the spring 2021 term. These exams acted as a backstop to the summer arrangements.

Students were able to sit them if, for example, they were unhappy with their summer grade, or if they needed an improved result to move onto the next stage of their education. The exams were also available to the group of students for whom there was not enough evidence for a grade to be awarded in the summer.

However, a small number of students who wanted to improve their grade will not have taken up the opportunity to sit the exams in autumn and will have planned to take exams in summer 2021 instead. For VTQ students, they may have wanted to improve their grade and the earliest opportunity to do so was from January 2021 onwards. Following the announcements on 5 January and 25 February 2021, these students should now have the opportunity to receive a grade in summer 2021 based on teacher assessment of a range of evidence.

This guidance sets out the Department for Education (DfE) expectations in relation to exam centres entering students for the qualifications in scope, and how the cost of fees will be covered.

### **B.1 Students entering for qualifications in summer term 2021**

This guidance applies to students who meet all of the following:

- Student were entered for exams in summer 2020
- Either did not receive a grade in summer 2020 or wish to resit exams to improve on their grade
- Did not enter for autumn 2020 or spring term 2021 exams in a subject or were entered but were unable to attend any exams in that subject in that series because they were self-isolating due to COVID-19 exposure or illness

Students who partially meet these conditions (for example, students who did sit autumn exams) can still be entered for qualifications this summer, and the college

may still choose to fund their entries at its discretion, but they cannot be included in exam centres' claims. This also applies if a student was entered for autumn 2020 exams in a subject, but missed all the exams in that subject for a reason other than COVID-19 self-isolation or illness. This is because the offer for reimbursement applies only to COVID-19 related disruption.

### **C. Responsibility for entering resitting students from summer 2020**

For students who match the scope outlined in section B.1, the college will enter them for that qualification in summer 2021, should the student wish them to do so. The college will ensure that it knows the reasonable adjustments needed for such students.

The college will extend these arrangements to those students who:

- were private candidates in summer 2020,
- were on their roll or
- were not on roll but for who they had made, or intended to make, an exam entry

The college will provide private candidates with a refund for their summer 2020 fee, if this has not already happened, if the college:

- is unable to provide a private candidate with a teacher assessed grade this year (2021)
- did not provide the private candidate with a centre assessed grade in summer 2020, and
- did not enter the private candidate for autumn 2020 or spring term 2021 exams in a subject, or the private candidate was unable to attend any exams in that subject in that series because they were self-isolating due to COVID-19 exposure or illness

There may be cases where students and the college will want to agree different local arrangements between themselves. This will often be sensible, for example where a student has moved and it is a better experience and more practical for them to enter for qualifications at the new institution. Where a different arrangement is made, the college will refund the student any fees paid for the summer 2020 exam, where this has not already happened.

(The above condition does not apply where the student's new exam centre has been funded to support their resits, for example where the student is required to retake GCSE English or Maths as a condition of funding)

Where the student is working with a new exam centre, but the college may have some pre-existing evidence that could be used to inform the student's grade, the college is expected to cooperate with the new exam centre in line with JCQ guidance.

### **C.1 Funding for students retaking qualifications from summer 2020**

We college is expected to pay fees for all students who are in the scope of this guidance, rather than passing the cost of the entry fee on to students or their families. Where a candidate paid for their qualification in summer 2020, they should not be charged again.

#### **D. Responsibilities for paying fees**

The college is expected to pay fees for students in the scope of this section of the guidance who are entered for qualifications, whether or not those students are on their roll.

The college should not face additional costs for fees for such students, over and above what they would have paid had summer 2020 exams gone ahead.

#### **E. Responsibility for entering students for autumn exams**

In January 2021, the government announced it was no longer fair for GCSE, AS, A level and some VTQ exams to proceed as planned. Instead, students who were due to sit exams have received teacher assessed grades this summer.

Students will also have the option to sit GCSE, A level and some AS level exams in autumn 2021. Some VTQ students will be able to sit exams in autumn 2021 and spring 2022. Students can sit exams if they are not satisfied with their summer teacher assessed grade or if they need an improved result to move onto the next stage of their education, employment or training.

This section applies to students who meet these criteria:

- were entered for a teacher assessed grade (TAG) in summer 2021, or would have intended to enter had exams gone ahead (this includes private candidates)
- any student who was aged at least 16 on 31 August 2021 can take the GCSE English language and maths exams in the November series

#### **E.1 Funding for students entering autumn exams**

The college is expected to pay fees for all students who are in the scope of this guidance (as outlined in section D), rather than passing the cost of the entry fee on to students or their families. Where a candidate paid for their qualification in summer 2021, they should not be charged again.

The college will consider entering students in autumn for subjects they would have entered in summer 2021 but were unable to, for example where the student studied a community language but the college was not able to provide a TAG for that subject.

If a student was entered in an exam in summer 2020 and did not receive a grade or wished to improve their grade but was not entered into the autumn 2020 exams, if they were entered in summer 2021 the college is deemed to have fulfilled the

obligation to provide the student with an opportunity to receive a grade in 2021 at no additional cost. The college is therefore not expected to also enter them in autumn 2021 at no extra cost to the student.

## **E.2 Responsibilities for paying fees**

The college is expected to pay fees for students in the scope of this guidance who are entered for qualifications, whether or not those students are on their roll.

The college should not face additional costs for fees for such students, over and above what they would have paid had summer 2021 exams gone ahead.

**Appendix 1****Exams Day Contingency plan**

<b>Exam Item</b>	<b>Location/ Holders Name</b>	<b>Responsibility</b>
Keys to Secure Storage Exam papers and exam stationery	SK holds spare keys	KK/AS
Exams Office – Centre Timetable	Alarm code needed for entry. Timetable widely published	RT/AS/KK/MG
Seating plans	In exam boxes.	Invigilators RT/AS/KK/MG/SS

Exam cards / setting out of exam rooms / notices etc.	On desk. Attendance sheets in paper drawers. Official ones in files on right of desk.	Cards produced by RT/AS Set up by invigilators
Invigilators	KK/RT/AS/MG/SS	
Access Arrangements (incl. Cover sheets)	Notification on attendance sheets.	KK/RT/AS
Notification of all planning, arrangement, warning, remarks given to invigilators prior to the start of the Exam.	Cover Sheets	KK/RT/AS
Script envelopes / Examiner address labels	In drawers at the right of the desk	RT/AS
Exam clashes	Resolution notice on desk	RT/KK/AS
Collection of scripts	Invigilators	Invigilators RT/AS/KK/MG/SS
Collation of scripts	Invigilators Checked off on official attendance registers Official attendance sheets completed before posting	Invigilators RT/AS/KK/MG/SS

Completion of proof of posting form/ posting scripts	Inside a blank pocket/folder (Labelled with Exam Series) in the Exam Attendance Folder.	RT/AS
Awarding Bodies Tel no: WJEC AQA OCR Pearson CIE	02920 265 000 0800 197 7162 01223 553 998 08444 632 535 01223 553 554	

## **Appendix 2**

### **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/Head (Academic)/Second Master/Fire Officer/Main Office) to sort out the problem. Examination 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**

In the event of a fire alarm or bomb alert sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.

The invigilator should summon assistance, if there is time and it is appropriate, via the Exams officer who will confirm if immediate evacuation is necessary and the School Office who will call the reserve invigilator and notify the Second Master/Fire officer/Head (Academic). A decision will be made as to whether a full evacuation is necessary.

If the emergency is over quickly, the candidates should resume the examination. A careful note of the time of resumption must be noted and the full time allocated for the examination given to complete the examination, ignoring the interruption.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. and a special consideration form will be filled in so as not to disadvantage the candidates.

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

If it is necessary to evacuate the building, the lead invigilator should then stop the examination taking a note of the time and evacuate the building by row and in silence. The candidates must leave all examination papers, scripts and writing equipment behind, and in accordance with the school emergency evacuation procedures. The candidates should remain supervised and in silence throughout the emergency. Several other members of staff will be needed to help police this.

In the event of an emergency requiring candidates to evacuate buildings during an examination the following area 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.

For HIC the emergency evacuation point assembly area is the Corner Parade (towards the right of the college)

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.

Section 16 of 'Instructions for conducting examination' booklet states:

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and the action taken (Appendix 3), and send to the relevant awarding body.

## Appendix 3

**Exam Room Incident Log**

This incident log is for the exams officer or invigilator(s) to use to record any irregularities<sup>1</sup> that may have in the exam room at the point of occurrence.

All irregularities **must** be recorded.

An exam room incident log should be used to record any irregularities. [JCQ ICE 20.2]

<b>Exam date/session:</b>  <b>AM/PM</b>	<b>Exam room:</b>	<b>Exam(s):</b>
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In order to avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff must check the time, date and any other paper details before a packet is opened and ensuring Second Pair of eyes form is completed. [JCQ ICE]

**Prior to opening the above exam paper packets provided by the exams officer, I confirm that I have checked against the timetable that the date, session and paper details are correct.**

Signature of member of centre staff to confirm the above statement: .....

Time	Incident description
	Recorded by:
	Recorded by:

After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up reports to awarding bodies. The incident log will be affixed to the seating plan, copy of the attendance and exam room checklist for this exam room session. <sup>1</sup>Irregularities are unplanned incidents that could impact on the security of the examination, breach the rules and regulations or affect the conditions that enable candidates to achieve their potential. Examples include: candidate late/very late arrival; suspected malpractice (candidate, centre staff); emergency evacuation; candidate illness/distress; disturbance inside/ outside the exam room;

unauthorised persons entering the exam room etc.

## Further guidance to inform and implement contingency planning

### Ofqual

*Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### JCQ

*General regulations*

<http://www.jcq.org.uk/exams-office/general-regulations> Guidance on

*alternative site*

*arrangements*

<http://www.jcq.org.uk/exams-office/forms>

*Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

*A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

### GOV.UK

*Emergencies and severe weather: schools and early years settings*

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>