



# Cambridge House Grammar School

## Exam Contingency Policy

<b>Signed:</b>		Chair of Board of Governors
<b>Signed:</b>		Principal
<b>Reviewed</b>	09.06.25	

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

The Examination Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the exam system affecting candidates across several awarding organisations. This plan may also be used in conjunction with the Critical Incident Policy and the Emergency Evacuation Procedure for exams and the whole school general Emergency Evacuation Procedures.

The plan will be implemented in the event of major disruption to the system, such as an emergency evacuation of the building, widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

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, and standards.

If the usual contingencies are no longer sufficient to maintain these outcomes, the Senior Leadership Team will agree the additional actions required. The Examination Officer has responsibility for ensuring Examination Invigilators are aware of this policy and accompanying procedures, especially the Emergency Evacuation Procedure for exams.

## **2. COMMUNICATIONS**

In the event of disruption, communication to teachers and students will take place through the Exams Officer following agreement with the Headteacher. This includes communication between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public.

The organisations involved in this Joint Contingency Plan are committed to:

- Sharing timely and accurate information as required to meet the aims of the plan
- Communicating with stakeholders so they are aware of disruption to the exams, the contingency measures being implemented and any actions required of them as a result
- Ensuring any messages to the public are clear and accurate.

## **3. EMERGENCY EVACUATION OF THE SCHOOL BUILDING DURING AN EXAMINATION**

The Exams Officer (or in their absence, the Head of Centre) will be responsible for initiating the procedures detailed in the Emergency Evacuation procedure for Examinations and ensuring all outlined steps are followed. See appendix A for details of the Procedure.

## **4. DISRUPTION OF TEACHING TIME – SCHOOL CLOSED FOR AN EXTENDED PERIOD**

If Cambridge House Grammar School is 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, the school will do its utmost to prepare students, as usual, for examinations. The school should plan to facilitate teaching and learning by an alternative method or alternative location.

## **5. DISRUPTION TO THE DISTRIBUTION OF EXAMINATION PAPERS**

If the distribution of examination papers to centres in advance of Examinations is disrupted:

- The awarding organisations to source alternative couriers for delivery of hard copies
- The awarding organisations to be requested to provide the school with electronic access to examination papers via a secure external network.
- The examinations officer must ensure that all copies are received, made and stored under secure conditions.

## **6. CANDIDATES UNABLE TO TAKE EXAMINATIONS BECAUSE OF CRISIS – CENTRES REMAIN OPEN**

This contingency applies if Cambridge House Grammar School becomes closed due to extreme issues on the school site e.g. fire. The school can liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.

Possibilities include:

- Sharing with another credited centre, using or using community or church halls.
- Offering candidates an opportunity to sit any examinations missed at the next available series.
- Applying to awarding organisations for special consideration for candidates where they have met the minimum requirements. 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.

## **7. CENTRES ARE UNABLE TO OPEN AS NORMAL DURING THE EXAMINATION PERIOD**

If Cambridge House Grammar School is unable to open as normal for scheduled examinations it must inform each awarding organisation with which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for the school to open lies with the Head of centre. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open:

- The school should open for examinations and examination candidates only if it is possible.
- The school should use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible).
- The school may offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

## **8. DISRUPTION TO THE TRANSPORTATION OF COMPLETED EXAMINATION SCRIPTS**

If there is a delay in normal collection arrangements for completed examination scripts:

- The school will seek advice from awarding organisations and normal collection agency regarding collection. The school must not make arrangements for transportation without approval from awarding organisations.
- The school must ensure secure storage of completed examination scripts until collection.

## **9. ASSESSMENT EVIDENCE IS NOT AVAILABLE TO BE MARKED**

If due to large scale damage to, or destruction of, completed examination scripts/assessment evidence before it can be marked:

- The awarding organisations should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- The candidates should retake affected assessment at subsequent assessment window.

## **10. DIFFICULTY IN MEETING PLANNED SCHEDULE OR UNABLE TO ISSUE RESULTS**

Inability of awarding organisations (including the case of a single awarding organisation) to either meet planned schedule for issue of results, or to issue results as planned due to a systems failure.

If the awarding organisation(s) face delay in meeting the planned schedule for issuing results:

- The awarding body should establish priorities for processing results; implement existing contingency plans for disruption to the schedule for issuing results.
- The Centre will make all pupils (and their parents) awaiting results aware of any delay and keep them informed as to when results can be issued and collected.

## **11. AWARDING ORGANISATIONS UNABLE TO ISSUE ACCURATE RESULTS**

Due to system error/failure or attack on systems means significant numbers of results cannot be validated as accurate or are issued and found to be inaccurate:

- The candidates, school and stakeholders will be informed of any incorrect results
- The awarding organisations will re-validation results
- The awarding organisations to re-issue results, via alternative format if necessary.

## **12. CENTRES ARE UNABLE TO DISTRIBUTE RESULTS AS NORMAL**

If the school is unable to access or manage the distribution of results to candidates, or to facilitate a postal results services, the school should contact the awarding organisations about alternative options:

- The Centre will make all pupils (and their parents) awaiting results aware of the situation as soon as reasonably possible
- The school will make arrangements to access its results at an alternative site.

- The school will make arrangements to coordinate access to post result services from an alternative site.
- The school will share facilities with other centres where possible.

### 13. SUMMARY OF SCHOOL RESPONSIBILITIES IN THE EVENT OF DISRUPTION TO EXAMINATIONS

- Preparing plans for any disruption to exams as part of centres' general emergency planning.
- Preparing candidates for examinations.
- Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations.
- Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions.
- Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open.
- Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations.
- Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers.

#### Key Personnel

Name	Responsibility	Person to deputise in event of absence
Mr R Marsh	Principal /Head of Centre	Dr K McClurg (Vice Principal) or Mrs A Proctor (Vice Principal)
Dr K. McClurg	Vice Principal and Exams Officer	Mrs J McNeill (Exams Secretary)
Mrs J McNeill	Exams Secretary	Dr K McClurg (Vice Principal and Exams Officer)
Mrs A Wilson	SENCO	Dr K McClurg (Vice Principal)

## Cambridge House Grammar School

### Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

Exam Contingency Policy: reviewed Spring 2025

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

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

1. Stop the candidates from writing.
2. Collect the attendance register (**in order to ensure all candidates are present**).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.
4. Advise candidates to leave all question papers and scripts in the examination room.
5. Candidates should leave the room in silence.
6. 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.
7. Make a note of the time of the interruption and how long it lasted.
8. Allow the candidates the full working time set for the examination.
9. 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.
10. Make a full report of the incident and of the action taken, and send to the relevant awarding body.