

Emergencies affecting examinations – contingency planning

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Job titles: Examinations Officer

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Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

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1 Evacuation Procedures in the event of a fire alarm or similar emergency

Please refer to the instructions in the JCQ yellow booklet

Be aware of the evacuation route for your location. You should do this as part of the exam room set-up procedure.

Note the time of the alarm in the incident book accurately.

Ask the candidates to remain silent as they evacuate the building.

Bring the attendance register and seating plan, but nothing else with you.

All question papers and scripts should be left on desks.

Follow the evacuation route appropriate to your location

Keep reminding the candidates to remain silent at all times

The assembly point for exam candidates is underneath the railway bridge adjacent to the college back gates on Upper Marsh. Do not let them mix with other students by the block of flats.

Keep the candidates isolated from other students and under careful supervision until told it is safe to return. They must remain silent at all times

Once back in the exam room reassure candidates that the exam board will be told and that an allowance will be made for the interruption

Re-start the examination

Make a note in the incident book of the time when the examination resumes.

Allow full time allocation.

An incident report is sent to the examining board(s) with a request for special consideration.

2 Criteria for assessing whether to continue an examination

The head of centre or their nominated deputy in consultation with the exams officer, in the light of circumstances at the time, and taking into account the following factors, will determine whether or not the examination should proceed:

- the length of time that has passed since the official start time
- whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination
- the amount of time left to complete the examination(s)
- whether there is sufficient time to complete the examinations before another session starts
- whether continuing the examination take candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

In making this decision, the head of centre, or their nominated deputy, must be satisfied that communication between candidates has not taken place outside of the examination room. **Only if completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue the examination.**

If the session is to be abandoned, this will be either:

- because of consideration of the criteria above
- because re-entry to the premises cannot be secured, or
- because the risk of communication between candidates, which would invalidate the examination, cannot be eliminated.

If the examination has to be abandoned:

- The examinations officer should take the first opportunity to contact the relevant exam board(s) and then apply for special consideration for all the candidates affected.

Partially completed papers should be sent to the exam board(s) as usual, unless the exam boards(s) has specifically requested that papers should not be submitted.

If the building cannot be accessed the building continuity plan comes into operation.

The college has consulted the nearby Park Plaza County Hall Hotel about providing emergency examination accommodation.

3 Examinations Contingency Plan – In the event of Exam Officer absence

In the event of the absence of the examinations officer at any given point in the examinations cycle, responsibility will default to the head of lower school and/or the finance and premises manager.

The table below sets out tasks and how they can be carried out in the absence of the exams officer.

If the absence is long-term the exam boards should be informed. An alternative person should be identified and high level access to the exam board secure websites should be requested for that person.

The JCQ timetable of key dates and deadlines should be consulted.

<http://www.jcq.org.uk/exams-office/key-dates-and-timetables>

The JCQ *General Regulations and Instructions for conducting examination* should be consulted and adhered to.

If there is any doubt about what needs to be done, the appropriate exam board should be contacted.

The vice principal (operations) has a set of spare keys to the secure room.

Event	Contingency
Downloading basedata	Gareth Evans has copy of SIMS exam module manual Denise Harper (AP) will be able to advise and assist.
Registering BTEC students	Fumi St Marthe will be able to take over.
Registering IFP students	Sara Meajaan will be able to take over
Preparing SIMS spreadsheets for entries	Gareth Evans has copy of SIMS exam module manual Denise Harper (AP) will be able to advise and assist.
Asking students to check entries	Gareth Evans has copy of SIMS exam module manual Print statements of entry for distribution to PTs
Submitting entries to exam boards	Gareth Evans has copy of SIMS exam module manual Denise Harper (AP) will be able to advise and assist. Head of subject should be asked to check the information before submission
Recording special access arrangements in SIMS exams module	Gareth Evans has copy of SIMS exam module manual Denise Harper (AP) will be able to advise and assist. SENCO should be asked to check the information
Preparing seating plans	Gareth Evans has copy of SIMS exam module manual Denise Harper (AP) will be able to advise and assist. Data Manager to re-room any lessons from the green zone

Distribution of timetables	Gareth Evans has copy of SIMS exam module manual Denise Harper (AP) will be able to advise and assist.
Management of exam season	Responsibility defaults to Gareth Evans together with Exam Office Assistant. The JCQ <i>General Regulations</i> and <i>Instructions for conducting examination</i> should be consulted and adhered to.
Special consideration	Application through exam board secure websites is carried out by SEND team
Results download and distribution	Gareth Evans has copy of SIMS exam module manual Denise Harper (AP) will be able to advise and assist. Reception/Student services to assist with hardcopy distribution
Enquires about results	Application through exam board secure websites
Distribution of certificates	Reception/Student services to manage.
IFP examinations	Management of the IFP should default to Sara Meeajan

4 Lockdown during exams

(i) Partial lockdown

The exams continue – but at the end of the exam students cannot leave the building until the lockdown has ended.

(ii) Full lockdown

The exams are stopped and the invigilator(s) note down the time the exam stopped in the exam log book.

Invigilators tell candidates to close their examination booklet or turn over their answer paper, so others cannot see what they have written.

Move candidates away from windows and if possible get them to sit on the floor in silence. They must not communicate with each other.

When other students have been moved out of the theatre, exam candidates will be taken down to the theatre so they can be kept in isolation.

A decision will be made later as to whether the exam can continue, or whether the exam is to be abandoned.