



GLEBE SCHOOL

Exam Contingency Plan

CENTRE NUMBER: 14244

AQA, OCR, Pearson Edexcel, Cambridge International, WJEC

CENTRE NUMBER: 8465248 – NCFE

CENTRE NUMBER: 44291 - Arts Award

KING'S TRUST

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1. Statement of intent

This Examination Contingency Plan is in place to ensure a consistent and effective response in the event of major disruption to the examination system at Glebe School.

The school will implement this plan if serious interference to the examination system is experienced, affecting significant numbers of candidates across several awarding bodies, such as widespread illness, travel disruption, bad weather or power failures.

In the occurrence of such an event, any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for instance the police. The priority when implementing this plan will be to maintain the following three principles:

- Deliver assessments to published timetables
- Deliver results to published timetables
- Comply with regulatory requirements in relation to assessment, marking and standards

2. Legal framework

This plan has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- JCQ (2021) 'Instructions for conducting examinations'
- JCQ (2019) 'General Regulations for Approved Centres'
- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'

This plan operates in conjunction with the following school policies:

- Marking and Feedback Policy
- Non-examination Assessment Policy
- Exam Appeals Policy
- Child Protection and Safeguarding Policy

3. Roles and responsibilities

The governing board is responsible for:

- Monitoring the success of this plan.
- Reviewing this plan on an annual basis, in conjunction with relevant members of staff.

The headteacher is responsible for:

- Ensuring this plan is adhered to consistently across the school.
- Familiarising themselves with relevant guidance from awarding bodies and the JCQ.
- Ensuring staff are supported and appropriately trained to undertake their duties in relation to examinations and assessments.
- Ensuring staff with responsibilities relating to assessment and examinations meet internal and external deadlines.
- Advising parents that they must not contact awarding bodies directly and that all queries must be directed to the school.

In relation to formal examinations, as the head of the centre, the headteacher is responsible for ensuring the school:

- Complies with relevant guidance from awarding bodies and the JCQ.

- Takes all reasonable steps to maintain the integrity of the examinations and assessments, including the security of all assessment materials.
- Delivers qualifications, as required by the relevant awarding body, in accordance with relevant equality legislation.
- Enables relevant staff to receive appropriate training and support to facilitate the effective delivery of examinations and assessments, and ensure compliance with the published JCQ regulations.

The exams officer is responsible for:

- Familiarising themselves with, and following, relevant guidance from awarding bodies and the JCQ.
- Carrying out all necessary duties as directed by the headteacher.
- Collecting and interpreting assessment data.

Invigilators are responsible for:

- Familiarising themselves with, and following, relevant guidance from awarding bodies and the JCQ.
- Ensuring all pupils have an equal opportunity to demonstrate their abilities, e.g. making sure no additional notes are brought into the examination room.
- Ensuring the security of the examination materials during examinations.
- Preventing and reporting possible pupil malpractice.
- Preventing possible administrative failures.

In the event of widespread partial or whole exam disruption, the school will follow guidance from the government and Ofqual to ensure the best outcome for candidates who were affected by the disruption.

4. Disruption of teaching time

Where there is disruption to teaching time, or pupils do not receive the provision of normal teaching and learning, it is the school's responsibility to ensure that pupils are prepared for the examinations as usual. During the extended absence of teaching staff at key points in the exam cycle, the headteacher will provide the exams officer with details of estimated and final entries for exams.

In the absence of the necessary teaching staff, the headteacher will provide the examination officer with estimated grades and coursework marks, as well as ensuring that coursework samples are transmitted to moderators.

The school will communicate with parents and pupils about the potential for disruption to teaching time and the school's plans to address this problem.

The teaching provision for pupils who will be facing crucial examinations shortly, including GCSEs, AS- and A-levels, will be a priority and, where appropriate, the school will advise pupils to sit examinations in the next available series.

During major disruption, the school will strive to continue teaching all pupils, either through an alternative method of learning or at an alternative site.

Alternative site: Old Wilsonians Sports Club, Hayes Hill, BROMLEY, BR2 7HN

5. Distribution of examination papers

If, due to exceptional or unforeseen circumstances, examination papers are not issued for the academic year, the school will keep pupils and parents informed about alternative methods of grading.

If there is disruption to the distribution of exam papers to test centres in advance of examinations, it is the exams officer's responsibility to communicate with awarding bodies to organise alternative delivery of exam papers.

The school will always source a reliable courier for the delivery of examination papers, as well as organise an alternative service for the delivery of hard copies and where possible, the relevant awarding body will provide the school with electronic access to examination papers via a secure external network:

- Examination papers will be faxed to the school if electronic transfer is not possible.
- It is the responsibility of the exams officer to ensure that copies are received, collated and stored under secure conditions.

The school will strive to ensure that pupils are able to proceed with taking examinations without having to reschedule examinations.

6. Candidate unable to take examination

School:

- To communicate with the relevant awarding body to make them aware if a pupil is unable to attend school.
- Effectively and efficiently communicate with parents and pupils regarding solutions to the problem.
- Utilise its own transport facilities in order to transport candidates who would otherwise be unable to attend the examination.

Exams Officer

- To liaise with pupils involved to identify whether the examination can be sat at an alternative venue, in agreement with the relevant awarding bodies.
- Give pupils involved the opportunity to sit any examinations missed at the next available series and where appropriate, the exams officer will apply to awarding bodies for special consideration for pupils.
- To ensure that pupils are only eligible for special consideration if they have been fully prepared, and have covered the whole course, but their performance during the examination is affected by adverse circumstances beyond their control.
- To ensure if a pupil chooses not to sit an examination for other reasons, they should be aware that special consideration rules will not apply.
- Latecomers will be permitted to take their examination, provided that they are within the awarding body's regulations.

7. Invigilators

Exams Officer

- Ensure that all invigilators who are being used are appropriately trained and suitable for the job and endeavour to confirm the full attendance of invigilators prior to the examination date.
- To maintain a panel of suitable invigilators which can be called upon in the event of a shortfall, and provisional timetables and estimated entry information will be used to determine the number of invigilators required. Where there is a shortage of invigilators, the exams officer will cover any absences.
- Liaise with the DHT to review available invigilators will be conducted prior to the examination period, in which invigilators' availability for the next exam series will be confirmed, allowing time for any amendments or training.

8. Examination room

Exams Officer

- Ensure that there are a sufficient number of rooms available during peak exam periods, and that rooms are suitably allocated and timetabled well in advance.
- Ensure that all rooms utilised for examinations are appropriate, such as lack of noise, large enough to allow for a desk per pupil and ICT facilities where necessary.
- If, for any reason, an examination room becomes unsuitable for use, the library, conference room, meeting room will be utilised for examination purposes.
- Ensure that appropriate rooms are arranged in advance for pupils sitting examinations who have special requirements and adjustments.
- Where necessary, pupils will be moved from normal classrooms to allow candidates to sit examinations in accordance with the timetable.

9. ICT systems

- In the event that ICT systems fail during peak examination periods, the relevant awarding bodies will be informed immediately. If systems fail at the final entry deadline, the relevant awarding bodies will be informed and an extension to the deadline will be requested.
- The school will ensure that during the exam cycle there will be an ICT team on standby in order to repair systems in the event of failure or damage.
- Where a failure of ICT systems results in serious disruption of the examination, special consideration can be applied for.
- In the event of ICT systems failing during the distribution of candidate results, the school will advise of alternative sites where results can be obtained.
- If cyber security attack occurs, exams officer will use systems on school laptop.

10. Transportation of completed scripts

- If there is a delay in the normal collection and transportation arrangements for completed examination scripts, the school will seek advice from the relevant awarding bodies and collection agencies.
- The school will not make arrangements for the transportation of completed examination papers without the prior approval of the relevant awarding bodies.
- The school will ensure that completed examination papers are stored securely, with limited personnel access, until collection.
- In the event of disruption of the transportation of completed exam scripts, it is the responsibility of the examination officer to communicate continuously with the relevant awarding bodies throughout the incident, until the issue is appropriately resolved.
- The school will always aim for scripts to be collected and delivered to awarding bodies without delay.

11. Unavailable assessment evidence

The following procedure should be adhered to in the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it has been marked.

Exams Officer

- Immediately inform the relevant awarding bodies of the issue and the headteacher or examinations officer will discuss the possible courses of action with the pupils involved and their parents.
- Will seek further advice from the relevant awarding body involved in the incident.

Headteacher

- To discuss the possible courses of action with the pupils involved and their parents.

Awarding body

- Where possible, will generate candidate marks for the affected assessments based on other appropriate evidence of the candidate's achievement, such as other coursework. Whether evidence is classed as 'appropriate' is defined by the awarding body in consultation with the regulators.
- Where appropriate, the candidate will be given the opportunity to retake the assessment that has been affected at a subsequent assessment window.

12. Disruption in the marking schedule

- If the examination board markers are unable to mark examination scripts, resulting in a risk to the delivery of results by scheduled dates, the awarding bodies will re-allocate scripts to available markers.
- It is the awarding body's responsibility to recruit, train or re-standardise qualified new markers in order to meet the scheduled result dates and the awarding body is responsible for prioritising the marking of examination scripts based on results dates, UCAS deadlines and qualifications that require further study.

13. The results schedule

- The school will always act with the aim of issuing results to pupils on the scheduled dates and will continuously communicate with awarding bodies to ensure the dates are met.
- If awarding bodies face delays in meeting the planned schedule for issuing results, they will establish priorities for processing results in line with UCAS and Central Applications Office deadlines.
- In the case of a disruption to the issuing of results, the awarding body will liaise with relevant organisations regarding individual pupil's progression to further and higher education.
- The school will ensure that they keep continuous communication with awarding bodies and keep up-to-date regarding the progress of the marking system, to limit the potential damage of result deadlines being missed.

14. Distributing results

Exams Officer

- Ensure that candidates receive their examination results in a timely manner and where possible, the school will provide pupils access to receiving results online.
- Liaise with Headteacher to make arrangements to access results at alternative premises in the event that the school is unable to access or manage the distribution of results to candidates.
- The exams officer will contact awarding bodies regarding alternative arrangements for exam results in order to gain prior approval.

15. Monitoring and review

- This plan will be reviewed biennially by the D HT and Exams Officer. Any changes to this plan will be communicated to all stakeholders.

Contact numbers for Awarding Bodies:

AQA	0800 197 7162
OCR	01223 553998
Cambridge International	01223 553554
Pearson Edexcel	0844 463 2535
NCFE	0191 211 3826
WJEC	02920 26 5000
Arts Award	020 7820 6178
Princes Trust	020 3814 8060 / 07980 738 074

Contingency Plan Actions in absence of Exams Officer

Policies & Access Arrangements saved in:
Admin/Pool/Exams/Exams Policies/Current year/Exam Policies/(2)Contingency Plans & Actions/Actions in absence
EO
School Shared/Staff Docs!/Exams

When?	Exam board	Info	Action to be taken by assistant headteacher in the absence of the exams officer	Completed ✓
Ongoing	All	Exam papers	In the absence of the Exams Officer, the Admin staff will store any exam papers/mail in the secure store cupboard and inform the DHT. They will open the mail and put any exam papers into the safe.	
September	All	Estimated entries	Access the secure websites of all relevant exam boards and submit estimated entries.	
September	BTEC	Registrations	Email Subject teachers who teach BTEC. Registrations to be made by November 1st on Edexcel online.	
September	N/A	JCQ Documents	Download ICE, Access Arrangements and General Regs from JCQ website and email to all teaching staff and other relevant staff. One Drive & Shared area.	
September	All	Final Exam Timetable	Access all relevant exam board websites to check final exam dates. List of all exams taken at Glebe in black exams info folder on Exams Officer's desk.	
September	N/A	Enter all exam grades for Post 16 onto SIMS Assessment.	Go into SIMS and enter grades on to Final Grades template.	
October	N/A	NCN register update	This should be sent through to Admin email. If this does not happen email ncnannualupdate@ocr.org.uk Needs to be emailed back by Oct 31st.	
October	N/A	Post 16 exam results	Add any Post 16 exam results to template in Pool Drive/Exams/Post 16 mailmerge for results and complete mailmerge for any pupils who will be leaving this year.	
October	N/A	ULN's	Go into LRS website and download any ULN's that are missing from Year 11 pupils. These are normally requested by the Exams Officer once the pupils go in to year 9.	
Sept/Oct	All	Certificates	Certificates will start arriving in the centre. Once all have been received, they need to be collated and put into hard backed envelopes and taken to the Post Office They need to be sent recorded delivery. Check for any certificates from year 10 and keep them safe. They will be sent with year 11 certificates.	
November 1st	Edexcel	BTEC & Post 16 Functional Skills Registrations Year 10 & 11 Functional Skills	All BTEC & Functional Skills registrations must be made by today.	

When?	Exam board	Info	Action to be taken by assistant headteacher in the absence of the exams officer	Completed ✓
November	N/A	Mock exams	DHT will email subject teachers to find out who will be setting mock exams. Teachers will email lists of pupils. Seating plans will be saved in Exams folder in Pool Drive under current academic year.	
November	N/A	Invigilator Training	Ask DHT, which TA's will not be available to invigilate. All TA's will need to have the training. Training saved in: <i>Pool/Exams/Invigilator Training</i> . This will be updated as required on a yearly basis. Liaise with DHT to set a date for the training.	
November	N/A	Invigilators for mocks	Liaise with Assistant Head to discuss staffing for mocks. A list of pupils with access arrangements will be stored under Pool Drive/Exams/current academic year	
December	N/A	Predicted Grades for College applications	Subject teachers to enter predicted grades into SIMS Assessment once mock exam papers have been marked.	
December	N/A	Predicted Grades for College applications	This information to be entered into the mailmerge template in the Pool Drive (Admin, Admin, Pool, Exams, Predicted Grades). Once all grades have been entered the mailmerge should be completed. Copies for pupil, Tutors, HOY, Transition Co-ordinator and Exams Officer.	
November/ December	DHT will request	Year 10 Target Grades	Subject teachers to enter target grades into SIMS Assessment when entering predicted grades for year 11's. Also, check which courses they are teaching year 10's. They may have changed courses and not informed you!	
December	OCR	GCSE Art	Preliminary Art exam materials will arrive. These must be signed in and stored securely until they are handed over to Art teacher in January. Info on front of package.	
December	N/A	Exam coursework deadlines and final exam dates	Check exam dates for any late changes. Email teaching staff exam timetables and any deadlines for coursework/controlled assessment.	
December	BTEC	Set Tasks for BTEC Tech Awards	Check with teachers and go into Edexcel Online to enter Year 11 pupils for externally set tasks. (PA & Creative Media Production) Pupils have to be registered for each unit. Check with teacher about the moderation period they want. (Dec/Jan or May/June). Once entered download the set tasks for that moderation period and email to the teacher.	

When?	Exam board	Info	Action to be taken by assistant headteacher in the absence of the exams officer	Completed ✓
January	NCFE	(Currently only Mentoring - Melissa B in charge)	Email subject tutors about which pupils need to be registered. Ask teachers to make sure the pupils are likely to stay on the course as once registered payment has to be made and there are no refunds. Registration will generate a visit form the Moderator. When entering pupils you will need to enter them for their assessment (if applicable). As a rule, they will take the first assessment in November of year 11 with the option of re-taking it in March.	
January	Pearson Edexcel	BTEC Assessor	Quality Nominee (Di B) will email the date the assessor will be in school. BTEC folder with all relevant policies and information in purple folder behind Exams Officer's desk. This may also be done online.	
January	NCFE	Quality Assurance Meeting	QN (DiB) will liaise with NCFE and set date. This will possibly be an online meeting.	
January	Princes trust	Quality Assurance Meeting	Assessor (CM) will liaise with Princes trust to set date for meeting.	
January	All	Modified Papers - all boards except Cambridge	Deadline is 31st January (Cambridge deadline is 21st January)	
January	Cambridge International	Access arrangements	Check Cambridge International and other exam boards for other access arrangements deadlines	
January	N/A	Access Arrangements	All paperwork needs to be signed off by the SENCo and evidence kept on file in main office. Deadline is 21st March for Cambridge and 31st March for JCQ boards.	
Feb 1st	N/A	Final Entries	Email all subject teachers who teach GCSE, IGCSE, CAMNAT, FCSE, Vocational subjects and Entry Level for their final entries. If teachers are unsure about whether a pupil should be entered they should enter them. They can remove pupils for up to a month after without costs.	
Feb 21st	All	Final entries to be made. Try to do the final entries before this date if possible. Check half term dates!	Go onto the secure websites of each exam board and make entries. Print off the entries, give a copy to the subject teachers for checking and keep a copy in the relevant file in drawer marked current exam info.	
March	All	Authentication/ candidate record sheets	Download from exam websites and email to relevant teachers. AQA,OCR,Edexcel,CIE, WJEC.	
March 21st & 31st	All	Access arrangements online & PAAO	Deadline for AAO & PAAO. Go into one of the exam websites and complete the online form for each pupil. All of our pupils have EHCP's so tick that box in each section of form.	

When?	Exam board	Info	Action to be taken by assistant headteacher in the absence of the exams officer	Completed ✓
March	N/A	Individual Exam Timetables	To be mailmerged and mailed to parents.	
April	All	Exam papers / Attendance registers / yellow labels	Exam papers and stationery will start to arrive. All exam mail will be signed in by the Receptionist. She will store all deliveries in the secure exam room and inform the Assistant Headteacher who will unpack the boxes and store them in the locked safe. Complete book in secure storage and tick off all exam papers, attendance registers and yellow labels on the poster which is on the wall in the secure room.	
April	All	Seating Plans	Seating Plans for all exams will be saved in Pool Drive/Exams/current academic year/seating plans. A copy should also be put with the exam papers.	
April	All	Cover sheets for pupils who have a scribe/WP	Download and make sure there is a form for every exam the pupils are taking.	
April	N/A	Exam equipment	Stored in secure room. Take to Hall and leave there once the exams start. The orange folder will have all of the posters and other relevant information needed for the exam season, including which access arrangements each pupil is entitled to.	
April	All	Exam Paperwork	Remind teachers to make sure they get all pupils to sign the pupil declaration forms before it is sent to awarding bodies.	
April/May		Invigilators / staff for access arrangements	Liaise with Assistant Head to discuss staffing for exams. A list of pupils with access arrangements will be stored under Pool Drive/ Exams/ academic year/ access arrangements. All paperwork for pupils with scribes will also be stored here. These will need to be downloaded before each exam and given to the scribe to complete at the end of each exam. Take a copy and keep with paperwork in folders stored in current exam info drawer. These forms have to be attached to the exam script and sent off.	
End of April	N/A	Parcelforce	Parcelforce will contact the school and ask about the first exam. They will come daily during the exam season. Complete an Exam Despatch Log (kept in current exam info drawer) and get the ParcelForce driver to date and sign it. Put this in relevant folder in Current Exam Info drawer.	
4th May	WJEC	Coursework and marks	Upload coursework marks to secure website. Send off relevant coursework.	
4th May	AQA	PSE registrations	Make sure the registration spreadsheet is uploaded to the site by today. aqa.quartz-system.com - The spreadsheet will be saved in Pool/Exams/current academic year	
15th May	AQA, OCR, Edexcel	All ELC's except PSE	All paperwork to be completed and marks logged on websites.	

When?	Exam board	Info	Action to be taken by assistant headteacher in the absence of the exams officer	Completed ✓
May	All	Sending coursework off	Once all marks have been received by the exam boards they will email Admin and request sample of work. Give lists to teachers and send work off. It will be taken to the Post Office by the caretaker who will get a proof of postage receipt.	
May/June	AQA Unit Awards	Upload any claim forms	Once uploaded a sample will be requested. Send to Moderator and once cleared the certificates will be released.	
May/June	NCFE	Mentoring	Final grades to put on to website. Moderator will come out and once everything has been cleared by them certificates can be claimed.	
June	BTEC	All subjects	Once cleared certificates can be claimed on Edexcel online. The QN (Assistant Head) will inform EO when everything has been cleared by the moderator.	
June	AQA	Unit Awards	Upload any registrations for UAS. These can be given to Exams Officer at any time during the year from FT or PE departments. For the first units of the year the work needs to be sent off to AQA. Any subsequent registrations just need to be uploaded to AQA. We are a monitored centre.	
May/June		Exam Season	Exam papers to be taken from the secure storage room by Exams Officer or Assistant Headteacher (if EO absent) before each exam and taken to the hall. Complete the second pair of eyes form to confirm that you have the correct papers before opening. Normally a member of the Admin Team will be the second pair of eyes. The Lead Invigilator will return the completed exam papers and other relevant paperwork to Deputy Head if Exams Officer is not available. The script packet and yellow label will be with the papers so they should be packed and stored until ParcelForce collect them. Be sure to keep a copy of the attendance registers and store in relevant folders in main school office. The signed seating plan should also be stored in this folder with signed exam dispatch log.	
August	All	Results	All results to be downloaded from secure websites the day before they are issued to candidates. Save a copy in Pool/Exams/results . Results are posted out to pupils the day before the official day so that they arrive on the results day. Keep a copy of all results as some pupils may ring to ask to collect a copy on results day.	
August	All	Results	Put all grades into spreadsheet saved in Pool/Exams/Exam results for SLT. Enter onto SIMS. Email to Data Manager for analysis.	