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Exam officer extended absence at key points in the exam process (cycle)

Teaching staff extended absence at key points in the exam cycle
Invigilators – lack of appropriately trained invigilators or invigilator absence

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Centre unable to open as normal during the exams period
Disruption in the distribution of exam papers

Disruption to the transportation of completed scripts

Assessment evidence is not available to be marked Centre unable to distribute results as normal

Emergency Evacuation Policy

Purpose of the policy

This policy details how the centre will deal with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the evacuation procedure.

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of a fire, bomb alert or other serious threat.

Emergency evacuation of an exam room

Roles and responsibilities.

Head of centre

Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation.

Senior leaders

To be responsible for assisting the Exams Officer and Invigilation staff with the evacuation of the exam hall and help with organising the group when evacuated, helping to ensure the security of the exam at all times.

Exams Officer

- Ensures invigilators are trained in emergency evacuation procedures.
- Ensures candidates are briefed (Candidate Exam Handbook), prior to exams taking place, on what will happen in the event of an emergency in the exam room.
- Provides invigilators with a copy of the emergency evacuation procedures.
- Provides a standard invigilator announcement which includes appropriate information for candidates regarding what will happen if the fire alarm sounds.
- Provides an exam incident log for each exam room.
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the special considerations process.

Invigilators

- By attending training, ensure they know what to do in the event of an emergency in the exam room.
- Follow the actions required in the emergency evacuation procedure issued to them for the exam room.
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a candidate who may have difficulty leaving the exam room.

Other relevant centre staff

- Support the exams officer, senior leaders, person in charge of candidates with access arrangements and invigilators in ensuring the safe emergency evacuation of the exam room.

Procedures

In the event of an emergency, evacuation of an exam room will be made for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exam room
- Invigilators have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18
 - Stop the candidates from writing.
 - Collect the attendance register/seating plan.
 - Evacuate the examination room in line with the instructions given by the exams officer.
 - Advise candidates to leave all question papers and scripts in the examination room.
 - Candidates should leave the exam 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 of the action

taken to the exams officer to enable a full report to be sent to the awarding body

In addition to the above invigilators are also informed of the following centre specific instructions.

Make sure you complete the attendance record of the rows for which you are responsible as soon as the exam starts and keep this with you as you escort these rows from the exam room.

Candidates should line up in their allotted place in the playground and a second check should be made that all are present.

The access candidates from the S&L room will join the assembled group and go to their place. Access staff to escort candidates via the designated route for Library evacuation to the car park and help the supervision of candidates. Exam conditions should be maintained.

At all times invigilation should be continuing and exam conditions should be maintained.

Once allowed to return, escort your rows back to their seats.

The full remaining time will be allowed and adjustment made to the finishing time.

Purpose of the Plan

Exam Contingency Procedures

The plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at this centre. By outlining actions/procedures to be followed in case of disruption, it is intended to mitigate the impact these disruptions may have on our exam process.

At all times, the Examinations Officer will liaise with the relevant Awarding Bodies to ensure any contingency plans meet with requirements and that JCQ regulations are adhered to wherever possible.

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 not undertaken including:

Planning

Entries

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
[]
[SEP]
- annual exams plan not produced identifying key tasks, key dates and deadlines []
[SEP]
- sufficient invigilators not recruited and trained
[]
[SEP]
- awarding bodies not being informed of early/estimated entries which prompt release

of early information required by teaching staff

[L]
[SEP]

- candidates not being entered with awarding bodies for external exams/assessment [L]
[SEP]
- awarding body entry deadlines missed or late or other penalty fees being incurred [L]
[SEP]

Pre-exams

awarding bodies/external moderators

- exam timetabling and invigilation schedules not prepared [L]
[SEP]
- candidates not briefed on exam timetables, booklet not produced with all [L]
[SEP] pre-exam and awarding body information [L]
[SEP]
- all pre-entry exam information for parents not produced [L]
[SEP]
- exam/assessment materials and candidates work not stored under required [L]
[SEP] secure conditions [L]
[SEP]
- MFL speaking controlled assessments not facilitated [L]
[SEP]
- internal assessment marks and samples of candidates' work not submitted to [L]
[SEP]

Exam time

- candidates' scripts not dispatched as required to awarding bodies Results and post-results
 - access to examination results affecting the distribution of results to candidates [L]
[SEP]
 - the facilitation of the post-results services**Centre Actions** [L]
[SEP]
 - Regular meetings are held with the Head of Centre and all information is shared [L]
[SEP]
 - Assistant Examinations Officer is trained and

fully briefed on exam protocol and processes.

- Results Day organisation is now standard practice and responsibilities are understood.
- The Assistant Examinations Officer is knowledgeable on the results and enquiries procedure. Additional support is available throughout the process from the Data Manager/Assistant IT Manager.
- The Centre subscribes to The Exams Office support site. This can provide guidance and support through each of the exam processes where necessary.
- 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 not tested/assessed to identify potential access arrangements requirements
- Evidence of need and evidence to support normal way of working not collated 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 arrangements candidates not allocated and

trained Exam time

- Access arrangement candidate support not arranged for the Library or other exam room

Centre Actions:

Testing of candidates takes place at pre-arranged dates with specialist SEN assessor. Senior Management has been asked to help in this situation and has agreed.

Students are identified in pre-exam years and checked at the beginning of each academic year for any necessary updates.

Inclusion and Exam Department work closely to ensure all information is shared.

All access arrangements information is shared

9 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 exams as normal. **Centre Actions:**

The Centre will communicate with relevant awarding bodies to make them aware of the situation

The Centre will then communicate solutions to parents/carers and candidates.

Centre unable to open as normal during the exams period

Criteria for implementation of the plan Centre unable to open as normal for scheduled examinations including unforeseen emergencies **Centre Actions:**

The Exams Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the Head of Centre to take appropriate action.

Disruption in the distribution of exam papers

Criteria for implementation of the plan

Disruption to the distribution of examination papers to the centre in advance or the exam season

Centre Actions:

Centre to discuss alternative delivery of papers with relevant authorities.

Disruption to the transportation of completed scripts

Criteria for implementation of the plan Delay in normal collection arrangements for completed examination scripts

Centre Actions:

All completed scripts will be stored confidentially and securely and the centre will communicate and organise alternative arrangements for collection and delivery of scripts.

Assessment evidence is not available to be marked

Criteria for implementation of the plan

Serious damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre Actions:

Immediate communication to be made with the

relevant awarding body and advice sought. [L]
[SEP]

Students, parents/carers to be informed.

Centre unable to distribute results as normal Criteria for
implementation of the plan [L]
[SEP]

Centre is unable to access or manage the distribution of results to
candidates or to facilitate post results services

Centre Actions:

The Head of centre to make arrangements to access
its results at an alternative site. [L]
[SEP]

Centre to make arrangements to coordinate access to
most results services at an alternative site. [L]
[SEP]

The Exams Officer will contact the Awarding Bodies to
notify them of any such incidents and act upon advice given.
[L]
[SEP] Further guidance to inform and help implement
contingency planning is available from Ofqual, Gov.uk and
JCQ [L]
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