



Policies and Procedures
Contingency
Planning

CONTINGENCY PLANNING POLICY

Throughout the Year							
Activity	Risk	Implications/actions	Likelihood	Severity	Level of Risk	Control Measures	Person Responsible
Exam Officer absent – short term	Deadlines missed	Financial due to late fees Pupils don't receive results Post Results enquiries not completed Certificates not checked & distributed	2	4	3	Shadowed through year by Dan Stucke and Mark Harwood and member of Admin Team	Vice Principal Business Manager
Exam Office absent – long term	As above – no strategy work or planning	Policies, recruitment and training not up to date. Large bills, chaos in exam hall JCQ inspection fail	1	4	3	Advanced planning then as above	Vice Principal
Estimated entries not made	Pre-release materials not received	Pupils are disadvantaged as there will be a delay in obtaining the pre-release materials for coursework or preparation for exams	1	4	3	Proposed entry sheets sent to Subject Leaders and returned by 31 st January. Entries prepared and sent back for signing. Statements sent to parents/pupils to check and sign	Exams Officer Subject Leaders Pupils
Deadline for coursework marks is missed	Moderators don't receive the marks on time	There is a delay for requesting samples and possible delay in exam results	1	2	1	Internal deadlines are given to Subject Leaders and reminder e mails are sent by the Exams Officer nearer the deadline date.	Subject Leaders
Exam Hall out of use	Exams delayed	Confusion with pupils getting agitated Exams missed	1	2	1	All staff know timetable of Exams. Alternative room to be used so new seating plans to be issued	Exams Officer Site Supervisor
Break into exams store cupboard	Exam papers compromised	Contact Board immediately	1	4	4	Cabinets locked securely with bar also locked.	Exams Officer Vice Principal

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Before Exams begin							
Activity	Risk	Implications/actions	Likelihood	Severity	Level of Risk	Control Measures	Person Responsible
Transferred candidate, status not obtained	Papers not delivered to correct place	Pupil is unable to take the exam	1	3	3	Exams Officer to check with Head of Pastoral re pupils requiring provision. Pastoral team to provide a 'carrier' to securely transport papers on the day.	Exams Officer
Modified papers not received	Pupils is disadvantaged as the font too small	Pupil is unable to take the exam	1	3	1	Modified papers ordered before entries. Checked when papers arrive. Late entries may mean exam boards unable to send enlarged or modified papers in time for the exam. Exams Officer can ask for permission to enlarge paper themselves.	Exams Officer
Exam papers do not arrive	Exam delay possible	Pupils are unable to do the exam	1	3	2	Exam packages are logged on arrival at Academy. Exams Officer has list of all exams being sat in the season with numbers and dates. Highlight on list when papers arrive. If an error made Exams Officer to contact Exam Board for a copy by e mail and Repro in house	Reception Exams Officer
Exam room not prepared	Delay to the start of the exam due to not enough desks and chairs	Delay to the start of the morning exam which may cause some pupils to start their second exam late and may need to be supervised	1	2	1	Site supervisors, staff including invigilator are given a spreadsheet for the season detailing the rooms required for each exam. Site supervisors have seating plans which show the numbers and layout of exam desks. Invigilators are trained to know exactly what is required for the exam eg clocks etc	Exams Officer Site supervisor Invigilators
Incorrect date for exam	Pupils miss a paper	No qualification	1	4	4	Timetable exported from base data – give to Heads of Dept to check their subjects. Students get timetables. Papers checked on arrival	Exams Officer Subject Leader Pupils
Exam Hall out of use	Exams delayed	Confusion, pupils getting agitated, exams missed	1	2	1	All staff know timetable of Exams. Gym and classrooms to be used instead with new seating plans.	Exams Officer Site Supervisors

CONTINGENCY PLANNING POLICY

During the exams							
Activity	Risk	Implications/actions	Likelihood	Severity	Level of Risk	Control Measures	Person Responsible
Bad weather/ emergency – Academy is closed	Exams will not take place	Pupils will not achieve the qualifications that they need.	1	3	3	The Academy will email pupils who are taking exams if at all possible. Several staff have been given the rules and regulations for conducting exams. Invigilators have attended training and many live locally so available at short notice.	Principal Vice Principal Exams Officer
Shortage of Invigilators	The JCQ ratio of 1:30 is not met	Delay in starting exam	1	2	2	Invigilators have a detailed timetable and Exams Officer phone number. Some support staff have also attended training so could invigilate in an emergency.	Exams Officer
Loss of secure storage keys	The exam is delayed	Exam not run on time and possibly pupils have to be kept supervised.	1	1	1	Keys kept by Exams Officer Site supervisor knows where extra key is kept	Exams Officer Site supervisor
Pupil doesn't attend an exam	Missed exam	Pupil will have insufficient GCSEs	3	3	3	Pupils receive copies of timetable. Attendance check when pupils arrive for exam and any not present rung up by the Pastoral Team.	Exams Officer Pastoral Team
Insufficient exam papers	The exam is delayed	Exam not run on time and possibly some pupils have to be kept supervised	1	1	1	If there are insufficient exam papers due to late entries, then the exam can be securely photocopied	Exams Officer
Paper misprinted/insert missing	The exam is delayed	If only some, exam can be stopped, papers checked. If all, the Board will have to be involved – one email copy to Exams Officer	1	1	1	Erratum messages checked Papers checked on opening	Exams Officer
Pupil arrives on exam day with broken finger	Unable to write	Might not be able to take exam	2	2	3	Knowledge of rules and regulations, request emergency online access arrangement for a scribe Organise a scribe for the candidate	Exams Officer SENCo

CONTINGENCY PLANNING POLICY

Pupil comes to take an exam not entered for	May miss exam	Check with Head of Dept – if he should do it copy a paper and make a late entry online	1	3	1	Entries checked with pupils, parents and Subject Leaders. Timetables sent to pupils and parents	Exams Officer
Pupil comes to exam no-one is entered for	No papers to sit	Check with Subject Leader, if candidate should do it ring the exam board and ask for copy to be emailed then make late entry online	1	3	2	Entries checked with pupils, parents and Subject Leaders. Timetables sent to pupils and parents.	Exams Officer
Examination clock stops	Pupils disadvantaged as time left inaccurate	Pupils could end up having more time than would be allowed and their result may be affected	1	3	2	Check all clocks before the season starts. Ensure clock in every room and spare batteries available. If need arose Special Consideration may be required	Exams Officer
Student sits wrong exam	Poor/no result	Invigilator notifies Exams Officer. Student still in exam can do correct exam, if left Special Consideration	1	3	2	Entries checked with pupils, parents and Subject Leaders. Timetables sent to pupils and parents	Exams Officer
Pupil arrives late	Pupil misses exam	Disturbance to exam, no exam result	3	3	2	Timetables issued. Punctuality talked about in special assemblies for Y10-Y13. Pupil would do exam in main hall or separate room. Appropriate form submitted to Board	Exams Officer Invigilator
Pupil in wheelchair	Discomfort, fire risk	Pupil should not be disadvantaged, seat at front near fire door or separate room with better wheelchair access	1	2	3	Risk analysis done at time. Invigilator aware of needs	Exams Officer SENCo
Fire Alarm goes off	Exam disturbed	Exam invalidated. Pupils agitated	2	3	3	Ensure invigilators are aware of the policy. SLT to assist in maintaining the security of the exam. Allocate specific area for exam candidates	Fire Officer Head Exams Officer
Low level disruption in exam	Pupils are disturbed	Contravening the regulations. Pupils spoken to. SLT sent for	1	3	3	Invigilators are trained to know the JCQ rules and regulations for the conduct of exams and know the procedures for asking for immediate help. Special Consideration	Exams Officer
Malpractice	Failed exam	Contravening the regulations. Pupils are spoken to, Exams Officer sent for	1	3	3	Statement obtained from the Invigilator and pupil at the end of the exam. Form completed and sent to Board. Parents notified	Exams Officer Invigilator

CONTINGENCY PLANNING POLICY

Grass mowing/building work outside	Pupils are disturbed	Pupils agitated, poor results	2	2	2	Exams Officer sent for, noise stopped, Special Consideration	Exams Officer Invigilator
Late Exam finish	Travel difficulty	Exam start delayed unexpectedly so exam finishes after Academy ends	1	2	2	Message to parents. Students told at end of exam about safe ways home.	Exams Officer SLT
Extra time applied wrongly	Exam failure/malpractice	Board action – Exams Officer contact the board and explain situation	1	2	2	25% card on desk, seating plans have adjusted time	Invigilator Exams Officer
Exam paper missing when checking for post	No result for pupil	Check attendance, seating plan etc to ensure pupil took the paper. Check waste paper, spare papers etc. Speak to pupil	1	2	2	Candidates sit in seating plan order. Papers collected in order before they leave the room. Papers checked against attendance sheet by Invigilator and Exams Officer	Invigilator Exams Officer
Parcelforce do not collect the papers	Exams don't reach the Board	Keep papers secure If Academy closed next day take to a post office who will accept them	1	2	2	Arrangement set up with Parcelforce before the exam season. Papers checked and put in secure cupboard in good time.	Exams Officer

CONTINGENCY PLANNING POLICY

After the exams							
Activity	Risk	Implications/actions	Likelihood	Severity	Level of Risk	Control Measures	Person Responsible
Parent discloses pupil should have had Special Consideration	Poor result	Pupil does not get grades for college Academy statistics affected Exams Officer to contact Board	1	3	3	Information booklet to parents/pupils explaining what to do when.	Exams Officer
Paper not received by Board	No result	Board contact Exams Officer by e mail Exams Officer to provide proof	1	3	3	Papers checked against attendance list before posting. Copy of attendance and seating plan stored in date order E mails checked every week through June, July and August	Exams Officer
BTEC result not in	Headline figures and students results inaccurate	Exams Officer to contact Edexcel Exams Officer to type into SIMS the results	2	2	2	Exams Officer to check week before GCSE results	Exams Officer
GCSE results do not come through on pre-release day	Results not ready	Exams Officer to contact Board	2	3	3	Exams Officer to check A2C and tidy exam folder Arrive early in day to start	Exams Officer
Some pupil's results are missing	Pupil cannot take up place at college	Exams Officer to check entries particularly cash in codes. Make emergency late entry is required. Contact Board	1	3	2	Exams Officer to check entries Teachers and pupils also have entries to check	Exams Officer
Results not as expected	Pupils cannot take up college places	Check against entries Speak to board if required Follow EAR procedures Ensure candidates sign permission for on Results Day	2	2	2	Entry checking, CA submission Reading moderators reports	Exams Officer Vice Principal

CONTINGENCY PLANNING POLICY

EAR permission not present on deadline date	No EAR submission can be made	EAR cannot be submitted before deadline Telephone candidate and get an e mailed copy	1	1	1	Have permission forms available on Results Day Identify EAR early so that time for forms Subject Leader on results day	Exams Officer
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Approval date:

Reviewed date: