



Exam Contingency Plan 2017 - 18

Situation	Adverse Occurrence	Adverse Outcome	Control Measures	Person Responsible
Absence of exams officer due to illness on exams day	EO has keys to exams cupboard, is aware of seating plans, clashes and any access arrangements/special requirements	Exam papers unavailable/delayed start to the exam. Access arrangement students not having correct support/rooming during exam. No Seating plans.	Duplicate set of keys available. MHD on hand to cover. Kay Vickers can be contacted to explain how to make seating plans via SIMS exams module. SENCO aware of access arrangements. Experienced invigilators employed.	TRL MHD Invigilators
Centre closed for extended period	Disruption to teaching time prior to exams	Course content not covered	Alternative site arranged for teaching. Resources and teaching delivered electronically. Exam entries delayed to next series if appropriate.	TRL
Non receipt of exam papers	Unable to hold exam/delayed start	Delays and upset to students	Maintain checks on receipt of exam papers at reception. Keep master copy of received papers in the exams office.	KR MHD



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			Contact exam boards in good time for any missing papers. Electronic copies sent by exam board.	
Computer malfunction	Exam entries/amendments cannot be made by EDI	Exam board deadlines cannot be met resulting in charges for late fees	Inform ICT Services. Make paper exam entries. Details of paper entries are kept on file. SIMS exams module available on FW computer.	KR MHD
Large scale damage to scripts/assessment evidence	Assessment evidence not available to be marked	Student grades affected	Secure and safely stored. Exam boards to generate candidate marks based on other evidence. Candidates to retake assessment at next available opportunity.	Subject leaders KR MHD
Fire during exam	Evacuation of exams room	Lives endangered, spoiled exam scripts	Invigilators and SLT aware of exam room fire procedures. Students aware of meeting point. Adequate fire alarms and all in working order. Security of exam must be maintained.	KR MHD TRL Invigilators



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			Principal to make ultimate decision on whether the exam can continue	
Wrong entry made – incorrect paper		Affects student grade	Checks by student on personal statement of entry/timetable, sign and return before entries are confirmed. Subject teacher/leader to sign off entries before entry deadline.	KR MHD Teaching Staff Subject Leaders Students
Receiving late entry information	Deadline not met	Late fees will be charged to departments. Extra administrative work for EO	Staff to be aware of all exam deadlines. Subject staff/leaders to check and sign off entry mark-sheets before deadline. Reminders in staff briefing.	Subject leaders Teaching staff KR MHD
School cannot be opened for exams			Inform awarding bodies. Open for exams only where possible. Use alternative venue where possible. Candidates sit exams at next available season. Apply for special consideration.	KR MHD TRL



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			Keep a list of contact details for invigilators outside of school to inform of new arrangements. Advise local radio and contact students/parents electronically via RS ConnectED.	
Adverse weather conditions		Possible delay of start to exam	Check weather reports. Inform Exam Board re delay to start. Keep candidates isolated. Special consideration.	KR TRL MHD
Invigilator absence	Not enough invigilators for set ratios	Delay to exam start	Pool of invigilators who live close to school. Non-teaching staff in school to support until invigilator arrives. Agency staff called in. Keep candidates isolated.	KR MHD
Student ill during exam or other student disruption		Disruption to other students	Invigilators aware of procedures. First aider contactable. Invigilator radio available for emergencies. Special consideration.	Invigilators KR MHD SLT



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Student late/absent			Candidate timetables issued in advance and parents/carers informed. Registers taken immediately and student contacted if possible. Reception/FW to escort student to exam room on arrival. Student made aware that exam board may not accept the work. EO/Principal discretion as to whether candidate can sit the exam. Very late students reported to exam boards.	Invigilators KR MHD Reception SLT
Delay in collection of exam scripts			Collection times booked in advance. Seek advice from collection agency and awarding body. Scripts stored securely.	KR MHD
School cannot be opened for results	Unable to distribute results to students	UCAS applications delayed	Arrangements made to use alternative venue. Parents contacted. Contact SLT.	Site team/CLO KR MHD TRL