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May 2018	1	Creation of Policy	JCQ Guidelines	Sarah Pearce & Amanda Sheppard
May 2019	2	Addition of TKASA	Annual Review	Sarah Gibbon
May 2021	4	No change	Annual review	Sarah Gibbon
October 2022	5	Addition of Cyber Security section Addition of specific TKASA contingencies Addition of Appendix 3	Annual review	Sarah Gibbon

This policy applies to

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This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at TPLT Secondary

RW48E 0

internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

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Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in: candidates not being entered for exams/assessments or being entered late
- late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

Head of Centre to ensure departmental continuity by requesting an alternative member of the faculty takes responsibility for the actions above.

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Criteria for implementation of the plan exam ý/exä cē t

- Failure to recruit and train sufficient invigilators to conduct exams
- o D • Invigilator shortage on peak exam days
- Invigilator absence on the day of an Ug



...supplement rooms available on peak exam days

...exam venues unavailable due to an unexpected incident at exam time

Centre actions:

Pre-planning at all stages is essential.

Head of Centre and Examinations Officer to continually review all stages of the process.

Sports Hall to be first option as alternative venue for emergency accommodation.

Emergency Evacuation plan should be in place (Appendix 2)

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Criteria for implementation of the plan

MIS system failure at final entry deadline

MIS system failure during exams preparation

MIS system failure at results release time

Cyber-security attack affecting any part of the exam cycle

Centre actions:

Head of Centre and Examinations Officer to contact in-house IT department.

Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative

Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.

Centre to liaise with Exam Boards to sit exams at a different venue in extremis.

Should a significant number of candidates need to be isolated due to sickness, use the Sports Hall and request a member of the Site/Cleaning Staff to be on hand.

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Criteria for implementation of the plan

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

Centre actions:

It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.

The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.

It may be necessary for the candidates to retake the assessment at the next available opportunity.

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Criteria for implementation of the plan

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

Centre actions:

Centres to contact awarding organisations about alternative options.

Arrange to access results at an alternative site.

Inform staff, students and parents as soon as possible of the change in distribution of results.

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Ofqual

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

[https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-](https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland)

[contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland](https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland)

JCQ

General regulations

<http://www.jcq.org.uk/exams-office/general-regulations>

Guidance on alternative site arrangements



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Keys to Secure Storage for exam papers and exam stationery

In Small Exams Safe – in Exams Office

Data Manager (PCSA)
A Lead Invigilator (Worle)

Second set of keys placed in School safe during exam period (TKASA)

Data Manager & Asst. Principal (TKASA)

Exams Office – Centre Timetable

Alarm code needed for Entry (Worle)
Timetable widely published
Exam timetable available on School website plus copy on back of door in secure room and in Exam Office (TKASA)

Invigilators (SM)

Covering for Exams Officer

Red Exams Office folder on bottom shelf of bookcase

Material accessible in Exam office

Data Manager (PCSA)

Data Manager & Lead Invigilators with support from Asst Principal overseeing Exams (TKASA)
Invigilators

Seating plans & Exam Registers

In wallets on exam desk (PCSA)
In blue trays (Worle)
In daily wallets in Exam Office in date order

Exam cards / setting out of exam rooms / notices etc

In wallets on exam desk (PCSA)
In trays / Drawers under the walkie talkies (Worle)
Exam cards In daily wallets

TKASA

Identified in on seating
plans, list of AAs in each
room

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Possible Causes

Unreasonable noise disruption

Fire/Bomb/Flood Alert during an Examination

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In the event of a **⌘**

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At all times invigilators must act in accordance with section 16 of the 'Instructions for conducting examination' booklet. They should also summon assistance immediately an emergency arises. Silence should be maintained during the time the candidates are outside the examination room.

Section 16 of 'Instructions for conducting examination' booklet states:

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

Stop the candidates from writing.

Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.

Advise candidates to leave all question papers and scripts in the examination room

Candidates should leave the 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 the action taken (Appendix 3), and send to the relevant awarding body.



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