

Contingency Planning Policy

Last Updated: January 2023

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 and distributed	2	4	3	Shadowed through year by Data Officer and member of the Admin Team	Assistant Head
Exam Officer 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	Assistant Head
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 Heads of Faculties and returned by 31 January. Entries prepared and sent back for signing. Statements sent to parents/students to check and sign.	Exam Officer HoFs Students
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 HoFs and reminder e-mails sent by the Exam Officer nearer the deadline time	HoFs Subject Leaders
Exam Gyms out of use	Exams delayed	Confusion with students getting agitated Exams missed	1	2	1	All staff know timetable of exams. Alternative rooms to be used so new seating plans can be issued.	Exam Officer Site Manager
Break into exams store cupboard	Exam papers compromised	Contact Awarding Bodies immediately	1	4	4	Cabinets locked securely with bars also locked.	Exam Officer Assistant Head

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	Student is unable to sit the exam	1	3	3	Exam Officer to check with Year Achievement Leader (YAL) re students requiring provision. YAL to provide a 'carrier' to securely transport papers on the day.	Exam Officer
Modified papers not received	Student(s) disadvantaged as the font too small	Student is unable to sit the exam	1	3	1	Modified papers ordered before entries. Checked when papers arrive. Late entries may mean awarding bodies unable to send enlarged or modified papers in time for the exam. Exam Officer can ask for permission to enlarge paper in school.	Exam Officer Reprographics Manager
Exam papers do not arrive	Exam delays possible	Students are unable to sit the exam	1	3	2	Exam papers are logged on arrival at the school. Exam Officer has a list of all exams being sat in the school with numbers and dates. Highlight on list when papers arrive. If an error made Exam Officer to contact awarding body for a copy by e-mail and then repro in school.	Exam Officer Reception Repro Manager
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 students to start their second exam late and may need to be supervised	1	2	1	Site supervisors, staff including invigilators are given a spreadsheet for the season detailing the rooms required for each exam. Site supervisors have seating plans the show the number of rooms and layout of exam desks. Invigilators are trained to know exactly what is required for each exam e.g. clocks, etc.	Exam Officer Site Manager Invigilators
Incorrect date for exam	Students miss a paper	No qualification	1	4	4	Timetable exported from basedata – give to HoFs to check their subjects. Students get timetables. Papers checked on arrival.	Exam Officer HoFs/Subject Leaders Students
Exam Gyms out of use	Exams delayed	Confusion, students getting agitated, exams missed	1	2	1	All staff know timetables of exams. Classrooms to be used instead with new seating plans.	Exam Officer Site Manager

During the Exams

Activity	Risk	Implications/actions	Likelihood	Severity	Level of Risk	Control Measures	Person Responsible
Bad weather/ emergency –School is closed	Exams will not take place	Students will not achieve the qualifications they need Inform awarding body and request advice	1	3	3	School will e-mail students 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.	Headteacher Assistant Headteacher Exam Officer
School is closed – enforced pandemic closure	Exams will not take place	Students will not achieve the qualifications they need	2	4	4	Explore opportunities for alternative arrangements with awarding body and agree any such arrangements, which should then be conveyed to students	
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 Exam Officer’s phone number. Some support staff have also attended training so could invigilate in an emergency.	Exam Officer
Loss of secure storage keys	The exam is delayed	Exam not run on time and possibly students have to be kept under supervision	1	1	1	Keys kept by Exam Officer Site Manager know where additional key is kept	Exam Officer Site Manager
Student(s) do(es) not attend an exam	Missed exam	Student will have insufficient GCSEs Consider special consideration process if applicable Consider moving start time of exam session if large number of students involved	3	3	3	Students receive copies of timetable. Attendance check when students arrive for exam and any not present contacted by the Attendance Manager.	Exam Officer Attendance Manager
Insufficient exam papers	The exam is delayed	Exam not run on time and possibly some students 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.	Exam Officer Repro Manager
Paper misprinted/ insert missing	The exam is delayed	If only some, exam can be stopped, papers checked. If all, the awarding body will have to be involved – one e- mail copy to Exam Officer	1	1	1	Erratum messages checked Papers checked on opening	Exam Officer Invigilators
Student arrives on exam day with broken finger/hand	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 candidate.	Exam Officer SENCo

Student arrives to take an exam not entered for	May miss exam	Check with HoF – if they should do it the copy a paper and make a late entry online	1	3	1	Entries checked with students, parents and Subject Leaders. Timetables sent to students and parents.	Exam Officer
Student comes to exam no one is entered for	No papers to sit	Check with Subject Leader, if candidate should do it ring the awarding body and ask for copy to be e-mailed, then make late entry online	1	3	2	Entries checked with students, parents and Subject Leaders. Timetables sent to students and parents.	Exam Officer
Examination clock stops	Students disadvantaged as time left is inaccurate	Students 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 arises special consideration may be required.	Exam Officer Invigilator
Student sits wrong exam	Poor/no result	Invigilator notifies Exam Officer. Students still in exam can do correct exam; if left then special consideration	1	3	2	Entries checked with students, parents and Subject Leaders. Timetables sent to students and parents.	Exam Officer
Student arrives late	Student misses exam	Disturbance to exam, no exam result Note time of arrival and allow student to sit exam. Lateness within one hour of start time – no further action Lateness beyond one hour – complete JCQ Very Late Arrival form	3	3	2	Timetables issued. Punctuality discussed in special assemblies for Y11-13. Student would sit exam in mail hall or separate room. Appropriate form submitted to awarding body.	Exam Officer
Student in wheelchair	Discomfort, fire risk	Student should not be disadvantaged, seat at front near fire door or separate room with wheelchair access	1	2	3	Risk analysis done at time. Invigilator aware of needs.	Exam Officer SENCo
Fire Alarm goes off	Exam disturbed	Exam invalidated. Students 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 Exam Officer Headteacher Invigilators
Low level disruption in exam	Students are disturbed	Contravening the regulations. Students 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.	Exam Officer
Malpractice	Failed exam	Contravening the regulations. Students spoke to. Exam Officer involved.	1	3	3	Statement obtained from the invigilator and student at the end of the exam. Form completed and sent to awarding body. Parents notified.	Exam Officer Invigilator

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

After the Exams

Activity	Risk	Implications/actions	Likelihood	Severity	Level of Risk	Control Measures	Person Responsible
Parent disclosed student should have had Special Consideration	Poor result	Student does not get grades for college School results statistics affected Exam Officer to contact Awarding Body	1	3	3	Information booklet to parents/students explaining what to do and when.	Exam Officer
Paper not received by awarding body	No result	Awarding body to contact Exam Officer by e-mail. Exam Officer to provide proof of exam taking placar and paper dispatch.	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.	Exam Officer
BTEC result not in	Headline figures and students' results inaccurate	Exam Officer to contact Edexcel/Pearson to type into SIMS the results	2	2	2	Exam Officer to check week before GCSE results	Exam Officer
GCSE results do not come through on pre-results day	Results not ready	Exam Officer to contact awarding body	2	3	3	Exam Officer to check A2C and tidy exam folder Arrive early in day to start	Exam Officer
Some students' results are missing	Student cannot take up place at college	Exam Officer to check entries, particularly cash-in codes. Make emergency late entry as required. Contact awarding body.	1	3	2	Exam Officer to check entries. Teachers and students also have entries to check.	Exam Officer
Results not as expected	Students cannot take up college places	Check against entries Speak to awarding body if required Follow EAR procedures Ensure candidates sign permission form on results day.	2	2	2	Entry checking, CA submission. Reading moderators' reports.	Exam Officer Assistant Head
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 HoFs and Subject Leaders can be aware of who to approach for permission.	Exam Officer