

EXAMINATION CONTINGENCY PLAN POLICY

This plan examines potential risks and issues that could cause disruption to the examination process at All In One Learning Centre by outlining actions and procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on the examination process.

Alongside internal processes, this plan is informed by the UK Government's *Exam system contingency plan: England, Wales and Northern Ireland* which provides guidance in the publication on 'what schools and colleges and other centres should do if exams or other assessments are seriously disrupted'.

This plan also ensures that All In One Learning Centre is compliant with the JCQ regulation that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. This plan should be read in conjunction with the [Examination Policy](#).

KEY STAFF INVOLVED IN CONTINGENCY PLANNING

HEAD OF THE CENTRE

Juan Kamal Faik (Principal)

THE EXAMINATION OFFICER EXTENDED ABSENCE AT KEY POINTS IN THE EXAMINATION PROCESS

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken include planning;

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered.
- Annual exams plan not produced identifying essential key tasks, key dates and headline sufficient invigilators not recruited.

ENTRIES

- Awarding bodies not being informed of early/estimated entries which prompts the release of early information required by teaching staff.
- Candidates not being entered with awarding bodies for external exams/assessment.
- Awarding body entry deadlines missed or late or other penalty fees being incurred.

PRE-EXAMS

- Invigilators not trained or updated on changes to instructions for conducting exams.
- Exam timetabling, rooming allocation; and invigilation schedules not prepared.
- Candidates not briefed on exam timetables and awarding body information for candidates.
- Confidential exam/assessment materials and candidates' work not stored under required secure conditions.

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

EXAM TIME

- Exams/assessments not taken under the conditions prescribed by awarding bodies.
- Required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration.
- Candidates' scripts not dispatched as required for marking to awarding bodies.

RESULTS AND POST-RESULTS

- Access to examination results affecting the distribution of results to candidates.
- The facilitation of the post-results services.

CENTRE ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION:

1. The Director of Studies will be responsible, in the short term, to manage examinations.
2. The Director of Studies will appoint a suitable Deputy Examinations Officer as rapidly as possible, who will follow procedures and practices within the Examinations Officer remit.

PLANNING

- Candidates not tested/assessed to identify potential access arrangement requirement.
- Centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010.
- 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.
- Centre-delegated arrangements not put in place.
- Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline.
- Staff (facilitators) providing support to access arrangement candidates not allocated and trained.