



Policy adopted: 1st September 2022
Last review date: 1st September 2023

Signed by: Mrs. K. Phillips
Position: Senior Deputy Headteacher

A handwritten signature in black ink, reading "K. Phillips".

Exam Contingency Policy



Saint John Henry

Newman Catholic College

LOVE ONE ANOTHER

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

COURAGE TO DO THE RIGHT THING

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE THROUGH LEARNING

“We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

Contents

Key staff involved in the contingency policy	4
The purpose of the contingency plan:	4
Extended absence of the Head of Centre	5
Extended absence of the Examinations Officer	5
Extended absence of the SENCO during the examination process	9
Extended absence of teaching staff during the examination process	10
Invigilators – lack of appropriately trained invigilators or invigilator absence	10
Examination Rooms – lack of rooms and changes at short notice.....	11
Failure of IT Systems / Cyber-attack	12
Emergency evacuation of the exam room (or centre lockdown)	13
Disruption of teaching time in the weeks before an exam - centre closed for an extended period	14
Centre closed during exam period	15
Candidates may not be able to take examinations - centre remains open	15
Disruption in the distribution of examination papers	16
Disruption to transporting completed examination scripts	16
Assessment Data not available to be marked.....	17
Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services	17
Damage to the secure area	18

Key staff involved in the contingency policy

Role	Name(s)
Head of Centre	G R Potts
Senior Leader(s)	D Maxwell
Exams Officer	T Burlison
ALS lead/SENCo	A McDonald & P Collinge
Other staff (if applicable)	C Riley

This plan is reviewed and updated annually to ensure that exam contingency planning at Saint John Henry Newman Catholic College is managed in accordance with current requirements and regulations.

The purpose of the contingency plan

This plan examines potential risks and issues that could cause disruption to the exam process.

By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process at Newman Catholic College.

Alongside internal processes this plan is informed by the Ofqual Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication, 'What schools and colleges and other centres should do if exams or other assessments are seriously disrupted', the JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland and the JCQ document Preparing for disruption to examinations (Effective from 1 September 2023).

This plan details how Newman Catholic College complies with the JCQ's General Regulations for Approved Centres (section 5.3, Centre management) by having 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 where the Head of Centre, Examinations Officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

The Head of Centre will also ensure as a contingency, enabling the prompt handling of urgent issues only, and responding to the awarding bodies' request for information regarding the contact details of a senior member of staff. (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. The Head of Centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself. (GR 5.3)

Risks and Issues	Possible remedial action			Staff
	Forward planning	Contingency Actions	Location of Info	
Extended absence of the Head of Centre	Assign and inform relevant SLT member(s)	Main duties and responsibilities will be escalated in accordance with the centres written escalation process	N/A	DHT AHT
Extended absence of the Examinations Officer				
<p>Planning: Annual data collection exercise confirming specification of entry with Subject Leaders not carried out.</p>	Deadline for completion set as second to last Friday in July.	Print from specification folder from Exams Officer drive and distribute to subject leaders with one-week deadline.	Exams Drive	Exams Support Officer (ESO) AHT
<p>Exam's cycle/calendar not planned/finalised. – e.g., external exam dates, Controlled Assessment deadlines, BTEC dates, French and Art assessment windows, English speaking and listening, mock exam calendars.</p>	<p>DHT and AHT to finalise when all internal exams are taking place throughout the year.</p> <p>Exams Officer to provide dates for external exams and deadlines for GCSEs, BTECs and other vocational.</p> <p>Deadline for completing upcoming years exam calendar and deadlines second to last week of July.</p>	<p>In event of upcoming years exam calendar not finalised, emergency meeting to be held to agree calendar and dates with members of Exams and Achievement teams available.</p> <p>Exams Officer to provide dates of formal examinations – BTEC and GCSE.</p> <p>DHT or AHT Achievement to provide dates for remaining internal examinations, e.g., Mocks and Num & Lit assessments</p>	Exams Drive	ESO AHT DHT
Sufficient invigilators not recruited	Invigilator contact list and confirmation of continuation to be collated by Exams Officer – September confirmation of invigilation staffing for upcoming year.	Second wave of recruitment invigilator recruitment in January/February facilitated by AHT Achievement and HR in Exams Officer's absence.	Exams Officer drive. Hard copy of training materials in training folder.	ESO AHT HR

	<p>October/November recruitment drive if required.</p> <p>Administration staff available to invigilate in an emergency identified in Sept – staff would have invigilation training delivered on a Wednesday CPL time.</p>	<p>Second/reserve invigilator training day delivered by AHT Achievement in Exams Officers absence.</p> <p>Emergency internal staff trained in invigilation training using a Wednesday CPD time by AHT Achievement</p>		
Conflicts of Interests – annual exercise to identify any staff who may have a conflict of interest.	Add to the agenda for the annual INSET training day in September.	ALL staff are to complete the electronic form by the deadline provided (end Sept) and responses are to be collated. Any staff who are still yet to complete will be reminded of their obligation.	Exams Drive/MS Form	ESO AHT
<p><u>Entries:</u></p> <p>Estimated entries/ intention to enter not submitted.</p>	<p>Subject total candidates table generated through Arbor by Exams Officer.</p> <p>Subject Leaders sign to sanction entries for mock exams - September</p> <p>Exams Officer to confirm BTEC and vocational entries – 5th November.</p> <p>Exams Officer to confirm GCSE entries - February</p>	<p>Candidate marksheets can be printed from Arbor</p> <p>AHT Achievement to make entries on Exam Board platforms in absence of Exams Officer.</p>	Specification Information excel table located in SL Teams	ESO AHT Subject Leaders (SLs)
Candidates not entered for exams/assessments.	<p>Exams Officer to issue Subject Leaders with entry lists – February.</p> <p>Subject Leaders to have confirmed entry lists – February. AHT to sign them off once a checking exercise has been completed.</p> <p>Exams Officer to confirm finalised entries with DHT and AHT for cross-check - February</p>	<p>In the event of missing entries, entry information to be returned to Subject Leaders for immediate confirmation.</p> <p>AHT Achievement with admin rights for candidate entries needed in Exams Officers absence.</p> <p>April deadline for withdrawals and amendments – fees incurred for late entries up until day of exam.</p>	Entry documents are in the Inspection folder in the Exams Office.	ESO AHT SLs DHT
Entry deadline missed therefore incurring late fees.	<p>See above for late/missed entries.</p> <p>Exams Officer to inform DHT and AHT of Subject Leaders who have missed internal deadline.</p>	DHT and AHT Achievement to chase missed deadlines with Subject Leaders.	See above	ESO AHT SLs DHT

<p>Invigilator training not delivered.</p>	<p>Exams Officer to update training materials following JCQ annual meeting and store in training folder on Exams Officer drive – compiled following Exams Officer training Oct/Nov</p> <p>JCQ policies issued to all SLT with changes highlighted by JCQ.</p> <p>Allocate a day for the training to take place in November.</p>	<p>Emergency training day set and delivered if November date missed.</p> <p>AHT Achievement would deliver the training materials to in Exams Officers absence.</p>	<p>Exams Officer drive.</p> <p>Hard copy of training materials in training folder.</p>	<p>ESO AHT Achievement</p>
<p>Pre-exams: Timetables, rooming, and invigilation not arranged.</p> <p>Candidates not briefed for exams and Awarding Body regulations.</p> <p>Exam/assessment data not stored securely.</p> <p>Assessment marks not submitted to the relevant board/moderator</p>	<p>Mid-October Exams Officer deadline for confirming logistics for January/February vocational series.</p> <p>April deadline for confirming logistics for summer exam series.</p> <p>Candidate Handbooks issued to pupils Y10 and Y11 by end of October.</p> <p>Year 10&11 assembly in advance of all internal exams and issue of booklet delivered by AHT Achievement</p> <p>Exams Officer to confirm secure storage of exam materials - September. mock exam materials stored in cabinets outside official exams cupboard.</p> <p>QN to confirm submission of marks with Exams Officer by internal deadlines in advance of January and May entries.</p> <p>Confirm with Subject Leader, Exams Officer, QN, DHT and AHT that marks are submitted.</p>	<p>Staff handbook issued to all teaching staff – rules, regulations by end of September.</p> <p>All key dates to be included in a staff handbook issued to all staff.</p> <p>AHT Achievement be required to carry out logistics of timetables, rooming's, invigilators etc. in Exams Officer absence.</p> <p>AHT for Achievement with admin rights for candidate entries required in Exams Officers absence.</p>	<p>Invigilation timetable in folder.</p> <p>Hard copy in exam series folder</p> <p>Keys for secure storage in key safe accessed by Exams Officer and AHT.</p> <p>Staff Handbook</p>	<p>ESO AHT Quality Nominee (QN) DHT</p>

<p>Exam Time: Exams not taken in line with current regulations.</p> <p>Any necessary reports/requests not submitted to Awarding Body e.g., late arrival or Special Consideration</p> <p>Completed scripts not dispatched to Awarding Body</p> <p>EO not available on Exams Days</p>	<p>All staff to be made aware of all examination rules at start of year.</p> <p>Staff handbook to identify all key areas – all staff to receive a copy and sign acknowledging receipt.</p> <p>Briefing session for all staff in relation to Access Arrangements and the allocation of.</p> <p>AHT to be aware how to process these if needed.</p> <p>Reception have Parcel Force contact details. 0344 800 4466</p> <p>Link in with another local school who will be able to support (Radclyffe)</p>	<p>Head of Centre notified of breach in current regulations.</p> <p>Delivered by SENCO at start of each new academic year following JCQ updates.</p> <p>AHT to be trained to submit these prior to any examination series.</p> <p>Parcel Force contact details held at reception + facility to store securely.</p> <p>EO at Radclyffe School (Louise)</p>	<p>Spare keys for secure storage in key safe</p> <p>Guidelines in all exam trays and JCQ documents</p> <p>Reception have contact number.</p> <p>Louise number: 0161 622 6300</p>	<p>ESO AHT</p> <p>ESO SENCO</p> <p>ESO AHT</p> <p>Kirstie Siddall/Kayleigh MacDonald</p>
<p>Results: Unable to access examination results preventing distribution to pupils.</p> <p>Unable to facilitate post-results services.</p>	<p>Results marksheets set up – end of July.</p> <p>Collate all BTEC results before we finish for summer. QN to collate in Exams Officers absence.</p> <p>Exams officer to collate all required information for IT department in advance of results email.</p>	<p>Data Officer to download in Exam Officers absence.</p> <p>Check connection with A2C on Exams Officers' computer.</p> <p>AHT and Data Officer to facilitate results email with IT department in absence of Exams Officer.</p>	<p>All in relevant folders on desk</p> <p>Post results booklet – EARs folder</p>	<p>ESO AHT DHT QN Data Team S. Morning & I. Worsley</p>

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
Extended absence of the SENCo during the examination process				
<p>Planning: Candidates not tested to identify possible Access Arrangements</p> <p>No evidence to support the application.</p> <p>Deadline for all applications to be set internally for 1st November; info to be shared with all staff.</p>	<p>All pupils are tested using the NGRT testing package at the start of year 7 – to begin in September.</p> <p>Analyse data from primary schools and test pupils as soon as possible – P. Collinge responsible</p> <p>P. Collinge updates Arbor register with access codes.</p> <p>P. Collinge to collate evidence from Subject Leader/ teaching staff</p>	<p>SENCo to liaise with staff regarding process of obtaining evidence.</p> <p>P. Collinge to facilitate access arrangement tests for pupils not already carried out.</p> <p>Staff to use any internal assessments or mocks as evidence to support an application.</p> <p>EO to liaise with SENCo in the preparation stages of all exam sessions to confirm all details are correct.</p>	<p>Access Arrangements folders and applications are in secure storeroom.</p>	<p>Exams Officer (EO) Exams Support Officer (ESO) P. Collinge</p>
<p>Pre-Exams: Approval not applied for with Awarding Bodies</p> <p>Modified Papers not applied for in line with deadlines.</p> <p>LSA's not allocated or trained appropriately</p>	<p>Exams Officer confirms exam specifications with Subject Leaders - July</p> <p>Identify in September who will be eligible and monitor – deadline for confirming February.</p> <p>All LSAs trained annually by Exams Officer as part of the invigilation training and LSA's timetabled in advance of exams.</p>	<p>Submit late application to Awarding Body.</p> <p>Exams Officer prints own copy or places emergency request with board.</p> <p>Exams Officer provides materials and can be delivered by P. Collinge if needed.</p>	<p>Arrangements folder in secure storage with evidence</p> <p>Hard copy of allocated LSAs in exam folder</p>	<p>EO ESO P. Collinge</p>
<p>Exam Time: LSA support not arranged for those who need it (Reader/ Scribe)</p>	<p>All arrangements identified and put in place in advance of exams. EO to liaise with SENCo as soon as exam dates have been identified/agreed</p>	<p>LSA/ Invigilator who has received training to cover.</p> <p>Invigilators are also trained on rules/ regulations for facilitating Access Arrangements</p>	<p>LSA support = list in exam folder.</p>	<p>EO ESO P. Collinge R. Humpries (HLTA)</p>

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		
Extended absence of teaching staff during the examination process				
<p>Early/Estimated Entry information not provided to the Examinations Officer on time, therefore pre-release information not received.</p> <p>Final Entry information not provided to the Examinations Officer on time, resulting in:</p> <ul style="list-style-type: none"> - Pupils not being entered. - Late fees being incurred 	<p>Entry marksheets issued by Exams Officer to Subject Leaders and deadline - July.</p> <p>In the absence of Subject Leader, Second in Dept to sign off. In the absence of a Second in Dept sign off from AHT line manager with support from subject staff.</p> <p>All entry deadlines circulated to staff at start of academic year via staff handbook.</p> <p>Pupils issued with statement of entry – February/March</p>	<p>April deadline for amendments – entry information chased by Exams Officer or AHT Achievement if needed.</p> <p>Late entry fee up to the day of the exam</p>	<p>Specification information – SL Teams</p>	<p>EO</p> <p>ESO</p> <p>AHT</p> <p>SLs</p>
<p>Assessment marks/Sample requests not provided to meet submission deadlines.</p> <p>(Includes Speaking & Listening, Language Oral Exams, Art & Design)</p>	<p>All submission deadlines circulated to staff and Heads of Department at start of year via staff handbook.</p> <p>Internal deadlines set to allow time to deal with any issues that may arise.</p> <p>QN confirm submissions with EO.</p>	<p>Contact exam board to inform of missed entry.</p>	<p>Copies of all Assessment marks are stored centrally (electronically) within department so other staff can support if needed.</p>	<p>EO</p> <p>ESO</p> <p>QN</p> <p>SLs</p>

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		
Invigilators – lack of appropriately trained invigilators or invigilator absence				
<p>Failure to recruit and train sufficient invigilators to conduct exams</p>	<p>Invigilator needs identified dependent on the specification info - July.</p> <p>Annual training for all existing staff and training/inductions for new staff</p>	<p>See above on failure to recruit in ‘Exams Officers absence’.</p>	<p>Exams Drive</p>	<p>EO</p> <p>ESO</p> <p>AHT</p>

	External Staff and agency employees are used			
Shortage on busy exam days	One extra invigilator always timetabled to cover any absence. Invigilation staffing of exams confirmed - April. Support staff to partake in invigilation training to be able to cover for absence in the event needed.	Trained staff used to cover invigilation in event of absence.	Exams Drive	EO ESO
Absence on exam days	See above on failure to recruit in 'Exams Officers absence'.	See above on failure to recruit in 'Exams Officers absence'.	Exams Drive	EO ESO

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
Examination Rooms – lack of rooms and changes at short notice				
Unable to locate sufficient rooms during exams season.	Standard Examination Rooms are identified and used throughout all exam seasons. All rooms are booked ASAP with Cover Supervisor who will also arrange additional rooms if needed.	Follow contingency with Radclyffe School. Re-room to suitable location within college. Isolation of students in order to undertake back-to-back exam session.	Rooms used are identified in exams timetable	EO Cover Supervisor (CS)
Insufficient rooms available on busy days	All rooms booked in advance.	Liaise with Cover Supervisor and AHT Achievement as soon as entry info has been received to book suitable locations.	Rooms used listed in exam folder	EO CS AHT
Main rooms become unavailable at exam time	All Exam Rooms checked daily to identify any problems e.g., leaks etc. Agreement made that The Radclyffe School will allow us full use of their facilities	Liaise with site staff to manage the relocation to another room/site as necessary. Inform Radclyffe School as soon as we can if we need to relocate. SLT to support with	Cover Supervisor with room bookings. Exam Timetable Exams Officer	EO CS AHT DHT

	AFTER they have completed their exams – isolate pupils until this time.	the isolation/Transportation of pupils, as necessary.	to ring Radclyffe ASAP 0161 622 6300	
--	---	---	---	--

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
Failure of IT Systems / Cyber-attack				
Where a cyber-attack may compromise any aspect of delivery	Take precautions by making sure our back up plan is in place for key services and data – e.g., change all passwords and keep offline copies of essential data. (The NCSC's free Web Check and Mail Check services can help protect schools from cyber-attacks. Two NCSC cyber security services, which are already helping thousands of organisations to protect their websites and email servers from cyber-attacks, are now available to all UK schools.)	Contact the Data Officer, I.T. and inform the LA, DfE and JCQ if applicable.	N/A	Network Manager (NM) Data Officer (DO)
MIS system failure at final entry deadline	All entries submitted in advance of the deadline to allow for any issues to be resolved should they arise. Internal deadline for all staff to return entries to Examinations Officer to be submitted BEFORE official deadline	Contact exam board and enter via website or as instructed.	Exam Board contact details in contingency folder	EO NM
MIS system failure during exams preparation	Prepare in advance and leave time to deal with any issues should they arise	Contact system provider ASAP.	N/A	EO NM

MIS system failure at results release time	<p>Check the A2C system in advance of results day to ensure all is in order.</p> <p>Results imported at earliest opportunity to allow for any issues to be addressed</p> <p>Agreement with Radclyffe School to use their facilities if needed</p>	Contact exam boards to obtain results via different platform.	N/A	EO NM DO EO at Radclyffe
--	---	---	-----	-----------------------------------

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		
Emergency evacuation of the exam room (or centre lockdown)				
Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams	At the beginning of each academic year, make the Emergency Evacuation Policy available to all staff.	<p>Refer to and invoke the Emergency Evacuation Policy/procedure in line with JCQ's 'Centre emergency evacuation procedure' (or lockdown policy)</p> <p>contact the relevant awarding body as soon as possible and follow its instructions.</p> <p>where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.</p> <p>(After the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for Special Consideration</p>	Exams Drive	EO ESO AHT DHT

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		
Disruption of teaching time in the weeks before an exam - centre closed for an extended period				
Candidates unable to attend during normal teaching/study time	<p>Y11 to be prioritised for remaining in the building in case of a partial closure.</p> <p>Microsoft Teams current platform established for online remote study.</p> <p>Alternative teaching arrangements would be explored, e.g., portacabins and off-site provision.</p> <p>Online school created to support remote learning.</p>	<p>AHT to establish home learning calendar and protocols and MST arrangements with IT department.</p> <p>Remote learning protocols initiated for the online school and information shared with all teaching staff, as necessary.</p> <p>The centre will:</p> <p>recognise it remains the responsibility of the centre to prepare students, as usual, for examinations.</p> <p>facilitate alternative methods of learning.</p> <p>communicate with candidates (and where appropriate, parents/carers) information relating to alternative methods of learning.</p> <p>Communication details:</p> <p>take advice offered by the awarding body regarding alternative arrangements for conducting examinations that may be available.</p> <p>take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations.</p> <p>advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date.</p>	N/A	AHT IT Department

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
Centre closed during exam period				
Centre unable to open during scheduled exam periods, e.g., fire, unsafe building, or damage etc.	An alternative location to be identified should the need arise – link with Radclyffe School – already established.	<p>Relevant Examination boards to be informed immediately and if possible, lists of alternative venues provided.</p> <p>Alternative location to be booked/confirmed and communicated to students/parents/carers immediately.</p> <p>Deploy SLT and Invigilation staff to alternative venue.</p> <p>Open site for examinations and examination candidates only, if possible</p> <p>Apply to awarding bodies for Special Consideration for candidates where they have met the minimum requirements.</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	<p>AQA – 0800 197 7162</p> <p>OCR – 01223 553998</p> <p>Pearson Edexcel</p> <p>0344 463 2535</p> <p>Eduqas/ WJEC</p> <p>029 2026 5077</p>	<p>Exams Officer</p> <p>Head of Centre</p> <p>DHT</p> <p>AHT Achievement</p> <p>SLT</p> <p>EO Radclyffe (Louise)</p> <p>Cover Supervisor</p>

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
Candidates may not be able to take examinations - centre remains open				
Candidates unable to attend and take examinations as normal.	<p>Information provided in Student Handbook at the start of academic year which includes EO contact details and explains what a candidate should do in result of exam absence.</p> <p>If notified in advance timetable invigilation to take place at alternative location. E.g.,</p>	<p>Arrange isolation room for candidate in college if required.</p> <p>Communicate with relevant awarding bodies at the outset to make them aware of the issue. Also communicate with parents, carers, and candidates regarding solutions to the issue</p>	Exams Drive	<p>EO</p> <p>ESO</p> <p>AHT</p> <p>DHT</p>

In the event of a Pandemic e.g., COVID	<p>hospital, if possible (provide letter with specific details).</p> <p>Teaching staff to follow JCQ/DfE guidance relating to TAG's (Teacher Assessed Grades)</p> <p>Additional mock examinations and in-class assessment to take place to support the TAG process if needed.</p>	<p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding bodies.</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series.</p> <p>Apply to awarding organisations for Special Consideration for candidates where they have met the minimum requirements.</p> <p>All updates shared with teaching staff as part of CPD sessions.</p> <p>Correspondence shared with students/parents/carers when released.</p> <p>Timetabled additional sessions for Year 11 mocks</p>	SL Teams	
--	---	--	----------	--

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
<p>Disruption in the distribution of examination papers</p> <p>Disruption to transporting completed examination scripts</p>				
Disruption to the distribution of examination papers to the centre in advance of examinations	Exams Officer to contact exam board ASAP.	<p>Liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions.</p> <p>Follow guidance provided by the awarding body on the conduct of examinations in such circumstances.</p> <p>Understand that as a last resort, and in close collaboration with centres and regulators, awarding organisations will consider scheduling of the examination on an alternative date.</p> <p>Communicate with candidates (and where appropriate, parents/carers) any changes to</p>	N/A	EO ESO AHT

		the exam or assessment timetable or to the venue		
Delay in normal collection arrangements for completed examination scripts/assessment evidence	All scripts to be always stored securely in Exam cupboard. Reception to be aware of Parcel Force contact information 0344 800 4466.	Reception to inform Exams Officer of failed collection. Exam Scripts returned to secure storage	Parcel Force details at Reception	EO ESO


Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
Assessment Data not available to be marked				
Damage, destruction, or loss affecting completed examination scripts/ controlled assessments before it can be marked.	All staff to be aware be made aware by Exams Officer of the procedure regarding the secure storage of examination data. Information provided to all staff in the staff Handbook issued at the start of the academic year. Work stored securely by Departments in a secure area – then stored centrally. QN to confirm that coursework when complete and signed off is stored in exams secure storage area.	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers. Where marks cannot be generated by awarding body, inform candidates they may need to retake the affected assessment in a subsequent assessment series	AB Contact numbers	EO QN SLs

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Contingency Action		
Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services				
Unable to access/manage the distribution of results to candidates.	Data Officer can download results.	Agreement made with Louise at Radclyffe – use of IT facilities/printing etc.	AB Contact numbers	EO ESO

<p>Unable to facilitate a physical results day</p>	<p>Exams Officer, Data Team, DHT, AHT and other supporting staff timetabled for working the Wednesday and Thursday results.</p> <p>Data Team able to facilitate results distribution once results have been securely obtained.</p> <p>Process in place for the remote distribution of results via a secure email system. Testing carried out to ensure it is effective.</p>	<p>AHT Achievement to communicate with Awarding Bodies regards to the results download in Exams Officers absence.</p> <p>Results to be distributed to candidates by secure email, issued to College email account with IT department facilitation.</p>	<p>Number for Radclyffe school 0161 622 6300</p>	<p>AHT DHT Data Team IT Department</p>
<p>Unable to facilitate post results services</p>	<p>Exams Officer, Data Team, DHT, AHT and other supporting staff timetabled for working the Thursday results day for support via email and phone.</p> <p>Online query form for collation queries or requests for support, remarks, and scripts so that these can be processed remotely from a different location.</p> <p>All information of support, e.g., next steps etc. to be collated and placed on college website in advance of results day for access.</p>	<p>(Enquiries about Results)</p> <p>EARs Information to all staff in advance of results day. SLT to have login details for relevant sites.</p> <p>AHT Achievement would facilitate post-results service, e.g., remark requests, in Exams Officers absence.</p>	<p>N/A</p>	

Risks and Issues	Possible remedial action		Location of Info	Staff
	Forward planning	Action		
Damage to the secure area				
<p>Flooding/fire etc. affecting the secure storage area</p>	<p>Planned Preventative Maintenance Schedule operated by Equans on behalf of Amber – this is ongoing.</p>	<p>Contact relevant examination board ASAP to arrange for alternative method of delivery/replacement if required.</p>	<p>AB Contact numbers Number for Radclyffe school 0161 622 6300</p>	<p>EO ESO AHT H. McCardle – Business Manager</p>

	Annual fire risk assessment carried out February 2023 – next due February 2024.			
--	---	--	--	--

<u>Signed by Head of Centre:</u>		<u>Date:</u> 22.09.23
<u>Signed by Examinations Officer:</u>	T. Burson	<u>Date:</u> 22.09.23

Renewal Date: September 2024



Saint John Henry Newman Catholic College

Off Canon Dolan Way,

Chadderton OL9 9QY,

Telephone 0161 785 8858