**EXAMINATION CONTINGENCY PLAN**

This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process at The Boxing Academy. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our examination process.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that *“Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”*

**CAUSES OF POTENTIAL DISRUPTION TO THE EXAM PROCESS**

1. **Exam officer extended absence at key points in the exam process**

The department is structured with an Examinations Officer and an administrator both of whom are overseen by the Head of Teaching and Learning.

In a period of extended absence, the administrator would take responsibility for carrying out the duties of the Examinations Officer and would work in consultation with the Head of Teaching & Learning. Appropriate back-filling of responsibilities would then be decided upon by the Head of Teaching & Learning. All members of the invigilating team regularly receive training and colleagues involved in the administration of key processes are trained on how to carry out processes and who to contact in extremis.

1. **SENCo extended absence at key points in the exam cycle**

In the event of the extended absence of the SENCo, appropriate back-filling of responsibilities would be decided upon by the Head Teacher (Head of Centre).

1. **Teaching staff extended absence at key points in the exam cycle**

In the event of a period of extended absence of a member of the teaching staff, the Head of Teaching & Learning would arrange teaching cover from within the staff team at the Academy. New staff providing cover would be briefed as part of their induction process on arrangements for assessment and examinations. Their practice in terms of assessments would be monitored by the Head of Teaching & Learning.

1. **Invigilators - lack of appropriately trained invigilators or invigilator absence**

New invigilators undergo training by the Examinations Officer and complete a period of shadowing, following appointment. They are permitted to work independently once they, and the Examinations Officer are happy that they are competent and confident in processes and procedures. Annual training sessions are held in October for all invigilators in order to refresh their knowledge and communicate JCQ regulation changes and update local information. These are repeated in May prior to the examinations session. The Academy retains a pool of approximately 5 invigilators. Within the wider Academy staff, colleagues are required to assist during main examination sessions and are trained by the Examinations Officer regarding their responsibilities and duties. Minor absence issues (such as an invigilator calling in sick) are covered by a member of the Examinations team.

1. **Examination rooms - lack of appropriate rooms or main venues unavailable at short notice**

The majority of examinations are accommodated in standard size classrooms and the examinations team works closely in order to utilise rooms effectively.

1. **Centre unable to open as normal during the examinations period**

In the event of the Centre not being able to open as normal, appropriate communication with the relevant Awarding Bodies would be undertaken by the Examinations Officer and alternative options would be explored such as moving examinations to an external location (such as Hackney Learning Trust, community centres, local schools, etc. and appropriate transport arrangements would be made). All arrangements would be agreed with the Awarding Body before being put in place. In such instances, details would be communicated to candidates via the school’s website, email and text facilities. Staff involved in examinations (including invigilators) would be contacted by email, telephone and text.

1. **Candidates unable to take examinations because of a crisis – Centre remains open**

Response is dependent on the type of issue. The procedure for absence is outlined in the examinations policy. A hardcopy is given to all candidates in April of each academic year and is available on the Academy’s website. If a candidate is able to sit the examination but cannot attend the Centre due to a crisis, appropriate communication with the relevant Awarding Bodies would be undertaken by the Examinations Officer and alternative options would be explored (home, hospital, alternative Centre etc.).  Appropriate use of Special Consideration policies would be applied should the candidate/candidates be unable to attend due to unforeseen circumstances and where alternative arrangements could not be made or are not agreed by the Awarding Body.

1. **Disruption to the transportation of completed examination scripts**

All scripts are returned using the designated dispatch methods prescribed by the Awarding Body concerned. Where this becomes unavailable or inappropriate, the Awarding Body will be contacted to discuss suitable alternatives.

1. **Assessment evidence is not available to be marked**

In the event of large scale damage or destruction of completed examination scripts/assessment evidence before it can be marked, the Examinations Officer would notify the Awarding Body immediately for advice and further instructions. Students’ marks would be submitted based on appropriate evidence and candidates would be given the opportunity to retake in a subsequent series.

 **10. Centre unable to distribute results as normal**

The Centre distributes the results ‘as normal’ via collection by learner. Where learners do not collect results in person, these will distributed via post.

**FURTHER GUIDANCE TO INFORM AND IMPLEMENT CONTINGENCY PLANNING**

**Ofqual**

***Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland***

<http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

**GOV.UK**

***Emergencies and severe weather: schools and early years settings***

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

***Teaching time lost due to severe weather conditions***

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

***Dispatch of exam scripts guide - Contingency planning***

https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide

**JCQ**

***Guidance on alternative site arrangements***

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

***Instructions for conducting examinations***

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

***Guidance on access arrangements and special consideration***

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>