



ST MARY'S HIGH SCHOOL, NEWRY

Examinations Contingency Policy

Revised: June 2021

Rationale:

The Examinations Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system affecting significant numbers of candidates. The plan will be implemented in the event of a major disruption to the examination system such as widespread illness, travel disruption, bad weather or power failure. Implementation of this plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

Any actions taken will be in collaboration with advice from official agencies such as Public Health Agency (PHA), PSNI and Awarding Bodies.

Aims:

The priority when implementation contingencies will be to:

- maintain delivery of assessments to published timetables;
- ensure no candidate is disadvantaged by any major disruption;
- deliver results to published timetables;
- comply with regulatory requirements in relation to assessment, marking and standards;
- share timely and accurate information as required;
- communicate with relevant stakeholder's so they are aware of disruption to examinations, the contingency measures being implements and any actions required of them as a result.

Contingency Plan

<u>Disruption</u>	<u>Contingency</u>
Disruption to teaching time in the weeks before an exam (school closure for extended period)	<ul style="list-style-type: none"> • In the case of modular courses the school may advise candidates to sit examinations in an alternative series • Online learning resources such as Google Classroom, Microsoft Teams and Showbie will be used for uploading resources and communicating with students to enable them to continue their learning at home. • The centre will endeavour to prioritise teaching for those taking exams imminently.
Disruption to the distribution of examination papers to centres in advance of examinations from Awarding Bodies	<ul style="list-style-type: none"> • Examination Officer will contact the relevant Awarding Body to identify alternative action regarding the delivery of papers eg electronic access to papers via a secure network, possible rescheduling of exam to an alternative date.
Candidate/s unable to sit examinations due to a crisis outside school resulting in candidates being unable to get to school (school is open)	<ul style="list-style-type: none"> • Examination officer will contact the relevant Awarding Body to apply for special considerations as a result of the major disruption this may include the organisation of alternative premises • Ensure effective communication with candidates, parents/guardians in relation to alternative provisions put into place • Follow all JCQ procedures in relation to the conduct of the exam, safe storage of scripts and return of scripts. • Apply for special consideration for candidates if it is deemed they were disadvantaged.
Candidates are late for an examination or cannot sit an exam due to Inclement Weather	<ul style="list-style-type: none"> • If, due to inclement weather, students have trouble in travelling to school, examinations may be delayed until they arrive safely in school. (<i>JCQ Instructions for conducting examinations</i>) will be followed. • If the Centre is closed due to poor weather conditions, an alternative centre may be used to ensure the proper conduct of the examinations for the candidates affected. Awarding Bodies will be informed of the use of an alternative Centre through the JCQ Alternative Site Form prior to the examination, though if this arrangement is implemented on the morning of the examination, the Centre Support Team will be contacted by telephone. • If candidates are unable to sit the examination and are entered for non-terminal examination units which are available in subsequent examination series, the Centre will enter them for the next available series. • Where such candidates are entered for terminal (final) examinations, applications for Special Consideration will be made, provided minimum requirements are met

	<i>(JCQ Access Arrangements and Reasonable Adjustments)</i>
Centre is unable to open during an examination eg fire	<ul style="list-style-type: none"> • The responsibility for deciding if a centre is safe to open lies with the Principal/Head of Centre in consultation with relevant agencies eg Fire Service, PSNI. • The Examination Officer will contact the relevant Awarding Body to apply for special considerations including the use of alternative premises • Ensure effective communication with candidates, parents/guardians in relation to alternative provisions put into place • Follow all JCQ procedures in relation to the conduct of the exam, safe storage of scripts and return of scripts. • Apply for special consideration for candidates if it is deemed they were disadvantaged.
Disruption to the delivery of completed examination papers eg Parcelforce is unable to collect papers	<ul style="list-style-type: none"> • Examination Officer to contact the Awarding Body to notify them of the delay and to establish new collection date. • Centre will ensure secure storage of papers until collection.
Assessment evidence is not available to be marked due to: -large scale damage of scripts/assessment evidence before it is marked -scripts do not reach awarding organisation (lost in transit)	<ul style="list-style-type: none"> • School will generate candidate marks for affected assessments based another appropriate evidence of candidate achievement as defined by the awarding organisation • Where marks cannot be generated by the awarding organisation candidates may need to retake affected assessments in a subsequent series.
School is unable to distribute results	<ul style="list-style-type: none"> • Centre makes arrangements to distribute results in an alternative site in agreement with the awarding body possibly sharing facilities with another school • Ensure effective communication with candidates, parents/guardians in relation to alternative provisions put into place • Candidates may be invited to access their results remotely by email or using exam bodies' online systems.
Evacuation alarm during examination	<ul style="list-style-type: none"> • The lead invigilator in the room will immediately stop the examination and make a note of the time. • The lead invigilator will remind candidates that they are still under exam conditions and that no talking or communication should take place between candidates. However, candidates may speak to an invigilator at any time. • All question papers and scripts must be closed and left

	<p>behind in the examination room, the room will not be locked</p> <ul style="list-style-type: none">• Candidates will be allocated to groups of no more than 30 and an invigilator assigned to each group. The groups will then be escorted separately from the room to the Assembly Point (the Assembly Point for Examination Candidates is the External Pupil Lunch Area) by their allocated invigilator.• The lead invigilator must bring the examination register• The lead invigilator will take the box containing candidates' mobile phones and smart watches with them and ensure that these are kept secure and that candidates cannot access them.• Invigilators and their groups must leave the building by the nearest fire exit and proceed to the Assembly Point on the nearby External Pupil Lunch Area (the remainder of the school community will assemble on the front lawn).• Each invigilator must keep their group separate from the other examination groups.• Invigilators should remind pupils to remain quiet and must note any incidents of potential malpractice during the evacuation. Candidates must be supervised closely while they are out of the examination room to ensure there is no discussion about the examination. Invigilators should remain with their group at all times.• Mr Fitzpatrick and Mr McAuley will check the attendance with the invigilators ensuring that attendance lists are circulated to each group for checking.• Only when the Principal or in their absence, the Vice Principal, announces that the school has been declared safe, may candidates be escorted back into the examination room. Each group should be brought in separately and making sure that the group is kept apart from the other members of the school community.• Pupils must retake their seats and the examination should be restarted only when all candidates have returned to the exam room.• The invigilator will make a note of the time when the examination has resumed and will ensure the candidates receive the full allocated time set for the examination. The finish time must be amended accordingly on the whiteboard at the front of the examination room.• Each invigilator must refer any incidents to the lead invigilator in the exam room. The lead invigilator will write a report of the evacuation (one report per exam room) including any action taken. This report must be forwarded it to the Examinations Officer on completion of the examination.
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Related Whole School Policies:

This policy is set within the broader school context of examinations and as such should be implemented in conjunction with the following policies:

- Examinations Policy
- Examinations Appeals Policy
- Internal Assessment and Internal Verification Policy

All policies are available from the school website www.stmarysnewry.com.

Monitoring, Evaluation and Review:

The Principal and Senior Leadership Team are responsible for monitoring, evaluating and reviewing the examination provisions in the school. The whole school Examinations Contingency Policy will be revised on an annual basis and after changing guidance from JCQ.

Signed by Chair of Governors: _____

Date: _____

Signed by Principal: _____

Date: _____

Date of Review: __September 2024_____