



PRESTON MUSLIM GIRLS — HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

Examination Contingency Plan 2022/23

This plan is reviewed annually to ensure compliance with current regulations

Date Reviewed: Sept 2022

Next Review Date: Sept 2023



Key staff involved in contingency planning

Role	Name(s)
Head of Centre	Rehan Patel
Exams Officer line manager (Senior Leader)	Becky Holland
Exams Officer	Hajra Akubat
ALS Lead/SENCo	Mariyam Bangee
Senior Leader(s)	David Foster, Hannah Malik



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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Preston Muslim Girls High School. 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.

Alongside internal processes, this plan is informed by the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) 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 and the JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland.

This plan also confirms Preston Muslim Girls High School is compliance with JCQ's regulation (section 5.3, *General Regulations for Approved Centres 2022-2023* 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. 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.

Possible causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

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 deadlines
- sufficient invigilators not recruited and trained

Entries

- awarding bodies not being informed of early/estimated entries which prompts 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

- 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 e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required 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:

Assistant Head to liaise with Data Manager over entries

Assistant Head to liaise with Data Manager over pre-exam administration

Assistant Head to liaise with Data Manager regarding exam time issues and results

2. ALS lead/SENCo extended absence at key points in the exam cycle

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

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- Deputy Head to ensure departmental continuity by requesting an alternative member of the faculty takes responsibility for the actions above.
- Other subject staff to assume marking workload and prioritising of assessments for external award, to be directed by the Head of Faculty.
- The Examination Officer to liaise with Head of Faculty and/or SLT, if appropriate, to ensure all necessary deadlines are adhered to. Where this is not possible, the Examination Officer will liaise with the relevant Awarding Body and act upon advice received

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan



- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Centre actions:

- The Examination Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained well in advance
- The Examination Officer will be aware of the school staff available for invigilation duties at short notice and peak exam days
- Examination Officer/Data Manager/Senior Invigilator to cover absences or shortages
- Examination Officer to ensure that capacity is never exceeded on any one day.
- Assistant Head/Examinations Officer to review training procedures regularly and put in place additional training as required.
- Examination Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 1)
- Examination Officer to ensure an Incident Log is in place (Appendix 2)

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Examination Officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an expected incident at exam time

Centre actions:

- In an emergency the Fatima-Al-Fihri building could be utilised for examination purposes

6. Cyber-attack

Criteria for implementation of the plan

- Where a cyber-attack may compromise any aspect of delivery

Centre actions:

- Constant review of risks and weak points in security measures Increasing staff awareness of data security through training. Results can be accessed from awarding body websites and printed
- Containment may include isolating/closing a compromised section of the network
- Attempt to recover any losses and limit the damage
- Identify any affected data and notify organisations as appropriate Back up SIMS data base as per schedule Keep network security up to date Ensure the Exams & Data Manager has access to awarding body sites from home.



7. Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

Centre actions:

- The Examination Officer, in consultation with the Headteacher/Associate Assistant Head will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the Awarding Body. At all times during the system failure the Examination Officer will liaise with the Awarding Body to minimise disruption and costs incurred.

8. Emergency evacuation of the room (or centre lock down)

***Criteria for implementation of the plan**

- Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams.

Centre actions:

- If the fire alarm sounds the Examination Officer will immediately enter the main exam room (Hall) and note the time of the alarm. The Head of Centre will liaise with the Examination Officer regarding the necessity for stopping the exam and evacuating the building. If the need arises for an evacuation, the normal school Fire Evacuation Procedures for examinations will apply:

A) THE SCHOOL HALL

1. Candidates will stop writing, place their papers face down on the desk
2. The Examination Officer will remind the candidates of the need to remain in silence and not communicate with any other candidate
3. Candidates will evacuate the hall one row at a time via the fire exit door from the hall
4. One invigilator will go with the first group of pupils and the second will go with the second group of pupils. The first invigilator will take the internal attendance register
5. The Examination Officer will be the last to leave the hall, having secured the evacuation of all candidates and the room
6. Candidates will proceed to the FIRE ASSEMBLY POINT in the main playground in a quiet and orderly manner and line up in candidate order, leaving adequate space between rows and columns to maintain the security of the exam
7. The first invigilator will take the register and remind candidates not to communicate with each other and the rest of the school
8. The Examination Officer will report to the Head of Centre when all pupils are accounted for returning to the exam hall
9. Candidates will return to the exam hall in candidate order. The Examination Officer will go with the first group of pupils and the first invigilator will go with the second group and the second invigilator with the last group of candidates
10. In assessing whether or not to continue the exam the Examination Officer will liaise with the Head of Centre as to whether or not the session will continue. The Head of Centre will take the following factors into consideration:
 - The length of time that has passed since the official start time
 - Whether the minimum time for remaining the examination has passed to maintain the integrity of the exam



- The amount of time left to complete the exam(s)
 - Whether there is sufficient time to complete the exam before another session starts
 - Whether continuing the exam will take candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time. If the Head of Centre is satisfied that the above conditions have not been breached, he will ask the Examination Officer to continue the exam
11. The Examination Officer will ask all candidates to mark their work with an Asterisk (star) so that the exam board can identify where the candidates' concentration was disturbed.
12. The candidates will continue with the exam and be given the full allocated amount of time (including stoppage) for the completion of the exam
13. Scripts will be submitted to the exam board in the usual manner at the end of the exam.
14. The Examination Officer will apply for special consideration for all affected candidates.
15. If the above conditions cannot be met the Examination Officer will liaise with the Head of Centre regarding a decision to abandon the session. If the session is to be abandoned, this will be either:
- Because of consideration of the criteria above
 - Because re-entry to the premises cannot be secured
 - Because the risk of communication between candidates, the validation of the exam cannot be guaranteed
16. The Examination Officer will contact the Exam Board at the first opportunity and then apply for Special Consideration of all affected candidates
17. Partially completed papers will be sent to the exam board by the usual means if requested. If Evacuation is unnecessary: The Examination Officer will apply procedures (11) – (15) above providing the conditions in (10) above can be guaranteed

B) ALL OTHER EXAM ROOMS IN USE AT THE SAME TIME AS THE HALL

18. The Invigilator in charge of the room will follow procedures (1) – (7) above, immediately evacuating the room and accompanying the candidates to the FIRE ASSEMBLY POINT in the main playground.
19. The Invigilator will wait for further instruction from the Examination Officer who will communicate with the Invigilator at the earliest opportunity
20. The Examination Officer will apply procedures (8) and (10) – (17) above

C) EXAMS TAKING PLACE IN OTHER EXAM ROOMS WHEN THE HALL IS NOT IN USE (including on-line exams in the ICT Room)

Procedures (1) – (14) above will apply, providing the conditions in (10) above can be guaranteed

If the lock down bell sounds, the full policy will be adhered to and pupils will be kept in the exam hall or room, away from doors and windows. A note of the time will be taken, and the exam board will be notified as soon as it is safe to do.

9. Disruption of teaching time in the weeks before an exam - centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Centre actions:

- Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of PMGHS to prepare students, as usual, for examinations.
- In the case of modular courses, centre may advise candidates to sit examinations in an



alternative series.

- Centre should have plans in place to facilitate alternative methods of learning.
- Centre to communicate with parents, carers, pupils and the Local Authority about the disruption to teaching time and provide appropriate work via the school intranet. Arrangements will be made for pupils to be taught at an alternative site.

10. Candidates at risk of being unable to take examinations – centre remains open

Criteria for implementation of the plan

- Candidates do not turn up for an exam
- Candidates turn up for an exam that they are not entered for
- Candidates are entered for the wrong paper
- Candidates are taken ill during an exam
- Awarding Body communications systems fail – online exams

Centre actions:

Candidates do not turn up for an exam

Message to reception to ring home. Candidates can be admitted into the exams room up to 1 hour after published start of exam when the exam is over 1 hr duration. If they cannot attend the exam, pupils can be given the opportunity to sit the exam at the next available series and/or special consideration can be applied if the adverse circumstances are beyond their control and if the pupil has met the minimum requirements.

Candidates turn up who are not entered

Check with Head of Faculty and Subject teacher. Find a paper, seat them, amend attendance list and make entry. Charge late fee to department. If recurring problem, see SLT.

Candidates are entered for the wrong paper

Head of Faculty and Subject teacher contacted to confirm error. Contact Awarding Body for copy of paper if necessary. Provide exam paper, seat and amend entry.

Candidates taken ill during exam

Invigilator to contact Examination Officer/ring reception to contact first aider. Apply for Special Consideration.

Awarding Body communications systems fail – online exams

Contact awarding body immediately.

11. Centre at risk of being unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- Centre at risk of being unable to open as normal for scheduled examinations

Alternative venue details:

****In the event that the Head of Centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible.***

Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.



Centre actions:

- Examination Officer to liaise with Head of Centre and to inform awarding bodies. Head of Centre and Examination Officer to explore alternative local venues.

If there are timetabled examinations scheduled on a day when the Head of Centre decides that the school should be closed to staff and pupils, the following procedures will be implemented:

- The school has a team of staff who, should conditions allow, are able to come to school to ensure that timetabled exams may go ahead. In such an eventuality, the school as an examination centre will only open to candidates sitting timetabled GCSE written examinations. In order that the school can ensure the correct administration of exams, the team has to include the Examination Officer or a suitably trained member of leadership team. If these members of staff are not able to get into school the scheduled exam(s) will not run. In line with JCQ (Joint Council for Qualifications) guidance, the school will endeavour to be open and, where conditions allow, timetabled examinations will go ahead. If the start of the exam is delayed candidates will be isolated and the exam board will be notified. Special consideration may be applied.

Advice and recommendations from the JCQ state:

“Wherever possible, the examinations should be conducted according to the centre’s published examination timetable” and “it is important to note that rescheduling the examinations is not an option due to the consequences that it would have across the system”

In the event that weather is adverse, and the school is closed on a day of a scheduled public examination the Head of Centre will assess the possibility of key staff being able to attend. If he is confident that key staff are able to be in attendance and that the exam will run. The school website will be updated to show timetabled examinations are still going ahead and advising of any revised start times. SMS/email will also be sent to parents via Parentmail. Start times may be delayed for morning exams if several candidates are late (permission will be sought from relevant awarding bodies). All candidates are expected to make the effort to come in and sit their examination. The decisions regarding travelling to school for an exam rest with individual families taking consideration of the weather and road conditions locally to them. If a candidate is unable to get into school on an exam day as a result of inclement weather, it is imperative that families contact the school as soon as possible to explain that this has occurred. If the Head of Centre were to take a decision that the school must close, as it is unsafe to open, we would notify the exam board that we had been unable to run the exams that were scheduled for that day.

In the event of the centre having to partially close they will:

- Consider opening the school for examinations and examination candidates only
- Use alternative venues in agreement with relevant awarding organisations (e.g., share facilities with other centres or use other public buildings if possible)
- Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements
- Offer candidates an opportunity to sit any examinations missed at the next available series, if possible

12. Disruption in the distribution of examination papers

Criteria for implementation of the plan

Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions to mitigate the impact of the disruption



The centre will contact the relevant awarding bodies for advice and instructions and should not make their own arrangements for transportation unless told to do so by the awarding body

- for any examinations where centres make their own collection arrangements, centres should investigate alternative options that comply with the requirements detailed in the JCQ publication *Instructions for conducting examinations*.
- Centres to ensure secure storage of completed examination scripts until collection.
- Source alternative couriers for delivery of hard copies
- Awarding organisers to provide centres with electronic access to examination papers via a secure external network
- Centres would need to ensure that copies are received and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances.
- As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date)

The Examinations Officer would ensure that copies are received, checked and stored under secure conditions

13. Disruption to transporting completed examination scripts

***Criteria for implementation of the plan**

Delay in normal collection arrangements for completed examination scripts/assessment evidence

Centre actions to mitigate the impact of the disruption

- Where examinations are part of the national 'yellow label' service or where awarding bodies arrange collections, centres should contact the relevant awarding bodies for advice and instructions and should not make their own arrangements for transportation unless told to do so by the awarding organisation.
- For any examinations where centres make their own collection arrangements, centres should investigate alternative options that comply with the requirements detailed in the JCQ publications *Instructions for Conducting Examinations*.
- The centre will ensure secure storage of completed examination scripts until collection

14. Assessment evidence is not available to be marked

Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Completed examination scripts/assessment evidence does not reach awarding organisations

Centre actions to mitigate the impact of the disruption

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
- Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series

15. Centre unable to distribute results as normal or facilitate post results services

(including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

Criteria for implementation of the plan



Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions to mitigate the impact of the disruption

Distribution of results:

- Centre to make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation
- Centre to make arrangements to coordinate access to post results services from an alternative site
- Centre to share facilities with other centres if this is possible, in agreement with the relevant awarding organisation

Facilitation of post results services:

- Centre to make arrangements to make post results requests at an alternative location
- Centres to contact the relevant awarding organisation if electronic post results requests are not possible

Alternative venue details:

- Fatima-Al-Fihri building could be utilised for distributing results

Further guidance to inform procedures and implement contingency planning

Ofqual

What schools and colleges and other centres should do if exams or other assessments are seriously disrupted

1. Contingency planning

You should prepare for possible disruption to exams and other assessments and make sure your staff are aware of these plans.

1.1 General contingency guidance

- [emergency planning and response](#) from the Department for Education in England
- [school organisation: local-authority-maintained schools](#) from the Department for Education in England
- [exceptional closure days](#) from the Department of Education in Northern Ireland
- [checklist - exceptional closure of schools](#) from the Department of Education in Northern Ireland
- [school terms and school closures](#) from NI Direct
- [opening schools in extremely bad weather](#) - guidance for schools from the Welsh Government
- [bomb threats](#) procedures for handling bomb threats from the National Counter Terrorism Security Office



2. Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises.

You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

See also the [JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland](#)

3. Steps you should take

3.1 Exam planning

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

3.2 In the event of disruption

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to JCQ's '[Centre emergency evacuation procedure](#)'.
6. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

3.3 After the exam

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

4. Steps the awarding organisation should take

4.1 Exam planning

Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.



Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

4.2 In the event of disruption

1. Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
2. Provide effective guidance to any of their centres delivering qualifications.
3. Ensure that where an assessment must be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
4. Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
5. Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

4.3 After the exam

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

5. If any students miss an exam or are disadvantaged by the disruption

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also [JCQ's guidance on special considerations](#)

6. Wider communications

The regulators, [Ofqual](#) in England, [Qualifications Wales](#) in Wales and [CCEA Regulation](#) in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The [Department for Education](#) in England, the [Department of Education](#) in Northern Ireland and the [Welsh Government](#) will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the [Universities and Colleges Admissions Service](#) (UCAS) and the [Central Applications Office](#) (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.



7. Widespread national disruption to the taking of examinations or assessments

The governments' view across England, Wales and Northern Ireland is education should continue in 2021 to 2022 with schools remaining open and that examinations and assessments will go ahead in both autumn 2021 and summer 2022.

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

We will update this page as necessary with any further relevant links should national disruption occur

(Ofqual guidance extract above taken directly from the Exam system contingency plan: England, Wales and Northern Ireland - **What schools and colleges and other centres should do if exams or other assessments are seriously disrupted** (updated 30 September 2021) <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>)

ICO

15.1 The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 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.

15.4 In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate 'contingency days' for examinations, summer 2023. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland*: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>



The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of the contingency arrangements so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

(JCQ guidance above taken directly from Instructions for Conducting Examinations 2022-2023 <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, section 15, Contingency planning)

JCQ Joint Contingency Plan www.jcq.org.uk/exams-office/other-documents

JCQ Notice - Preparing for disruption to examinations (effective from 11 October 2021) www.jcq.org.uk/exams-office/other-documents

JCQ Notice to Centres - Examination contingency plan/examinations policy www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan/

General Regulations for Approved Centres www.jcq.org.uk/exams-office/general-regulations

Guidance notes on alternative site arrangements www.jcq.org.uk/exams-office/online-forms

Guidance notes for transferred candidates www.jcq.org.uk/exams-office/online-forms

Instructions for conducting examinations www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

A guide to the special consideration process www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

GOV.UK

Emergency planning and response: Exam and assessment disruption

www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings



Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning <https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service>

Wales

School closures: examinations gov.wales/school-closures-examinations

Opening schools in extremely bad weather: guidance for schools gov.wales/opening-schools-extremely-bad-weather-guidance-schools

Northern Ireland

Exceptional closure days www.education-ni.gov.uk/articles/exceptional-closure-days
Checklist for Principals when considering Opening or Closure of School - exceptional closure of schools

www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools

National Cyber Security Centre

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**. Both tools are available free of charge, are quick to set up, and thereafter run automatically. More information is available from the [NCSC website](#).

The Department for Education has been asking centres to review **National Cyber Security Centre advice** following increasing number of cyber-attacks involving ransomware infections. The NCSC information supports centres in cyber security preparedness and mitigation work.

Ransomware attacks continue and the Department is reminding centres to review the NCSC advice and to take precautions. This includes ensuring that you have backups in place for your key services and data.

For ease of reference, the Department has highlighted key links relating to the NCSC cyber security guidance below:

1. [More ransomware attacks on UK education - NCSC.GOV.UK](#)
2. [Ransomware advice and guidance for your IT teams to implement](#)
3. [Offline backups in an online world](#)
4. [Backing up your data](#)
5. [Practical resources to help improve your cyber security](#)
6. [Building Resilience: Ransomware and the risks to schools and ways to prevent it](#)
7. [School staff offered training to help shore up cyber defences - NCSC.GOV.UK](#)



Examination Emergency Evacuation Procedure/Policy

On hearing a fire alarm **before an examination**:

- Please proceed as you normally would for a fire alarm.
- Go to the assembly points and stand in your form groups.

On hearing a fire alarm **during an examination**:

1. Stop writing, do not stop to pick-up anything.
2. Listen to the instructions given by the invigilators. Stay with your group and leave immediately via the NEAREST FIRE EXIT and in **SILENCE**.
3. It is important that you **leave in SILENCE** and remain in **SILENCE** as you are still under exam conditions and **can still be disqualified from the exam**.
4. Proceed to the FIRE ASSEMBLY POINT in the main playground in a quiet and orderly manner.
5. Line up and wait in SILENCE with the invigilators. Invigilators will have to do a register so line up as neatly as possible.
6. Do not re-enter the building until you are advised to do so by the invigilators.
7. When told to re-enter the examination hall please walk slowly and go directly back to your allocated seat number in SILENCE.
8. The exam will continue as normal with the correct amount of time for the exam.



INVIGILATION INCIDENT LOG

Centre No. 46628

To confirm to Exam Board regulations, we are required to keep records of any incident that occurs during the course of an examination.

Date of examination: **Room:**

Invigilator(s) involved

Name of student(s)	Candidate number

Time of incident:

Details:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.