



Marine Academy Plymouth

Contingency Plan

Disruption to Exams

Date adopted: Sept 2022

Contingency Plan

Disruption to Exams

Schools and Academies should prepare plans for any disruption to examinations as part of their general emergency planning, and ensure that the relevant staff are familiar with these plans. If the Principal decides to close the Academy they will discuss alternative arrangements (such as the use for exams of other public buildings nearby) with the relevant awarding organisation. It is the Principal's responsibility to ensure that parents/carers are kept informed of any decisions. Marine Academy Plymouth will notify parent/carers by issuing notifications on the Academy website and sending out text messages.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer, Principal, Leadership team and other staff with a vested interest.

Disruption in the distribution of examination papers

If there is a disruption to the distribution of examination papers to centres in advance of examinations the Academy will contact the awarding organisations who should be able to provide the Academy with electronic access to examination papers via a secure external network. The awarding organisations can also fax examination papers to the centre if electronic transfer is not possible. The Examinations officer will ensure that copies are received, made and stored under secure conditions. Alternatively the awarding organisations can source alternative couriers for delivery of hardcopies of examination papers to the Academy.

Academy is unable to open as normal during the examination period

If the Academy is unable to open as normal for examinations the Exams officer will inform each awarding organisation with which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for the Academy to open lies with the Principal. The Principal is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the Academy is able to open. If possible the Academy will open for examinations and examination candidates only. Alternatively the Academy may use other venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible). **Other Schools in TedWragg Trust; to include but not limited to All Saints Academy & Lipson Academy.**

The Principal /Leadership team are to advise the Exams officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable the Exams officer to submit the information to all the relevant awarding Bodies. For certain candidates; the Academy may be able offer an opportunity to sit any examinations missed at the next available series. The Academy

may also apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

Candidates unable to take examinations because of a crisis -Academy remains open

If candidates are unable to attend Academy to take examinations as normal, the Academy will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. Alternatively the Academy can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they will be informed that special consideration rules will not apply.

JCQ guidance on special consideration can be accessed through the JCQ website: www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-andguidance

Disruption to the transportation of completed examination papers

If there is a delay in normal collection arrangements for completed examination scripts the Academy will seek advice from awarding organisations and the normal collection agency (Parcel Force) regarding collection. The Academy will not make arrangements for transportation without approval from awarding organisations. The Academy will ensure secure storage of completed examination papers until collection.

Assessment evidence is not available to be marked

If large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked, the awarding organisations are to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations. The candidates can then retake affected assessment at a subsequent assessment window.

Academy is unable to distribute results as normal

If the Academy is unable to access or manage the distribution of results to candidates, or to facilitate post results services they will make arrangements to access results at an alternative site.

Miscellaneous Critical Incidents

Specific Bad Weather Contingency Plan

Where a pupil misses an exam because of bad weather the Academy will discuss contingency plans with the relevant awarding organisations. The action to be taken

will aim to safeguard the interests of candidates whilst also maintaining the integrity of the exams. The Principal will work with the site management and senior leadership team to ensure that the academy is open in order to operate timetabled examinations as per the timetable, unless it is deemed unsafe to do so.

Staff will be contacted by text when necessary. The Academy is responsible for informing parents and pupils of the actions agreed, which may include the use of alternative venues (e.g. other public buildings nearby).

Cyber Attack – Word Processed Documents/On-screen Tests

Risk to security from cyber attack	Protection of data	<ul style="list-style-type: none"> · Backup data from school network · Software and devices updated from patches · Antivirus software installed · Staff aware to only use secure connection to access school network remotely 	Head of IT – Paul Burke	<p>Contact Action Fraud https://actionfraud.police.uk/</p> <p>Report to the NCSC https://report.ncsc.gov.uk</p> <p>National Cyber Security Centre;- https://www.ncsc.gov.uk/section/education-skills/schools</p>
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In the Risk of Cyber Attack, Exams Officer will notify the Awarding Bodies, NCSC and Action Fraud. Any Online Exams Finance/Controlled Assessments can be rescheduled in the sitting window.

Absence of the Exams officer

The Principal and Leadership team are to ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging students, if the need arises. For Exam days these would be the **Data Manager Sian Martin** who currently helps with second eyes check, **invigilators Anne Stapleton and Sophie Gibson** would run the exams alongside SLT and Year Teams.

National Incident

The Academy will take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check with the Academy and check the Academy website for up to date statements.

<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>

Problem	Solution
Exam Officer is unable to come to work	Head of Centre with the assistance of other members of the SLT and administration will carry out the tasks. Data Manager Sian Martin alongside invigilators Anne Stapleton and Sophie Gibson.
Collection of scripts – parcel is unavailable	EO will either take to the nearest post office or they will be locked away until collection can be arranged

Useful information

AQA www.aqa.org.uk

JCQ jcq.org.uk

OCR ocr.org.uk