



## Centre Contingency and Adverse Effects Policy

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March 2024	Vice Principal (Operations)	March 2026

The contingency plan should reinforce procedures in the event of major disruption to the management and administration of the examinations process that may affect exam candidates. Examples of disruptions could include severe weather, widespread illness, travel disruption or system failures.

Alongside internal processes, this plan is informed by scenarios contained in the Joint Contingency Plan in the event of widespread disruption to the examination system in Wales, England and Northern Ireland.

The JCQ general regulations states that: The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle”

Contingency planning for examinations administration is the responsibility of the Exams Officer. If the Exams Officer is unavailable then the Vice Principal (Education) and/or Principal should be consulted.

KLDC Sixth is required to prepare and plan for any disruption to examinations as part of their emergency planning, and to ensure that relevant personnel are familiar with these plans.

**The centre is closed for an extended period-**

- Should KLDC Sixth need to close when examinations are scheduled, then the Exams Officer will inform the awarding organisations. The decision regarding KLDC Sixth closure is the responsibility of the Vice Principal (Education) and Principal. The opportunity for KLDC Sixth to open to accommodate scheduled examinations just for candidates sitting these examinations will always be made available where possible, alternatively other venues could possibly be used, but this requires approval from the awarding organisation before doing so.
- If KLDC Sixth opens solely to accommodate candidates sitting examinations, then special consideration may be applied for via the awarding organisation, where only minimum requirements have been offered.
- In extreme circumstances where none of the above can be arranged, then the candidate will be offered the opportunity to sit any examinations missed during the next available series.
- KLDC Sixth will communicate with parents, carers, candidates and staff regarding alternative arrangements and how the issue is planned to be resolved, via either website, email, telephone or text.

**KLDC Sixth is open, but candidates are unable to sit examinations because of a crisis-**

- If candidates are unable to attend KLDC Sixth to take examinations because they have been affected by circumstances beyond their control, the Exams Officer will identify the reason why, and in some cases special consideration may be applied for via the relevant awarding organisation, assuming the candidate has met the minimum requirement and completed a full course of study. It should be noted that if a candidate chooses not to sit an examination then special consideration rules do not apply. JCQ guidance regarding special consideration will be applied 'A guide to the special consideration process – General and Vocational Qualifications'.
- The relevant Awarding Body will be informed and their advice followed.

**Disruption in the distribution of examination papers-**

- If there is disruption to the availability of examination papers, then KLDC Sixth will contact the awarding organisation who can provide electronic copies of the papers via a secure external network.
- The Exams Officer will copy and distribute the papers under secure conditions.
- Alternatively, some awarding organisations will arrange special courier delivery to Centre.

**Disruption in the despatch of exam scripts from Centre-**

- The Exams Officer will endeavour to ensure the examination scripts are taken to the nearest post office for despatch or ensure the papers are kept under secure storage until they can be sent.
- When necessary, the Exams Officer will contact the Awarding Body for guidance.

**Assessment evidence is not available to be marked-**

- Where there may be large scale damage or destruction of completed examination scripts/assessment material before it is marked. It is the responsibility of the Vice Principal (Education) to communicate this immediately to the relevant awarding organisation and subsequently to students.
- The Vice Principal (Education) must inform the Exams Officer, who will contact the Awarding Body to seek advice.

**Exams Officer absence during the exam process-**

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

***Planning***

- annual data collection exercise not undertaken to collate information on qualifications and Awarding Body specifications being delivered
- annual examinations 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 examinations/assessment
- Awarding Body entry deadlines missed or late or other penalty fees being incurred

***Lead up to examinations***

## KLDC Sixth Policy Document

- examination timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and Awarding Body information for candidates
- 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***

- examinations/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, access arrangements.
- 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:**

- The Vice Principal (Education) assumes responsibility for the above tasks with support from the Principal.
- Regular meetings with teaching staff to ensure all are aware of the key tasks and dates.
- Ensure examinations documents are consistent and stored in a shared drive.

### **Support for Learning Lead absent at key points in the exam cycle**

- The Exams Officer will be responsible for ensuring all issues associated with additional learning needs are actioned.
- Support for Learning staff and the Exams Officer share a list of students allowed special access arrangements.
- If procedures have not been followed correctly, the Exams Officer will contact the Awarding Body and seek advice.

### **Teaching staff absences**

- In the event that, due to teaching staff absence, relevant information is not submitted to the Exams Officer, the Awarding Body will be contacted for advice and guidance.

### **Failure of IT systems**

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

### **Centre actions:**

- The Exams Officer will make entries directly to the Awarding Bodies via their websites within a week of the final entry deadline. Results may also be accessed directly from the Awarding Body website. At all times during the system failure the Exams Officer will liaise with the Awarding Body to minimise disruption.
- Examination preparation will also be completed as soon as the final examination calendar is finalised.
- Results can be accessed by any member of the senior team. If there is a failure of IT system, the Exams Officer should contact the Awarding Body as quickly as possible to identify alternative routes for receiving results.

### **Cyber Attacks**

KLDC Sixth has robust security measures in place to prevent unauthorised access.

In the event of a cyber-attack, the disaster recovery plan will be enacted as appropriate depending on the severity and nature of the attack. This could include but not limited to the isolation of an area of the network, partial shutdown of some services or complete shutdown due to a total loss of data.

### **Inclement weather during examinations**

- During adverse weather conditions, actions will be taken to safeguard candidates whilst making every effort to maintain the integrity of examinations.
- KLDC Sixth will request volunteers from within the bank of KLDC Sixth staff, who would be able to travel to KLDC Sixth during bad weather, to ensure timetabled written examinations can take place.
- KLDC Sixth will put relevant information on KLDC Sixth website regarding plans which have been put in place, if KLDC Sixth is open then it is the student's responsibility to attend, the Awarding Body will not grant special consideration for students who fail to attend when KLDC Sixth is open. Consideration may be given for any student who arrives late. The awarding organisations will be informed of KLDC Sixth recommendations.

### **Emergency evacuation**

- Whole centre evacuation during the examination periods due to serious incident, resulting in examination candidates being unable to start, proceed with or complete their examinations.
- KLDC Sixth emergency evacuation plans should be adhered to, maintaining the integrity of the exam.
- Candidates should be held separately, avoiding contact with each other, ensuring candidates do not talk to one another until they have been relocated to another venue wherever possible.

### **Major disruptions (Pandemic)**

- In the event of major disruption, details of specific contingencies will be confirmed by the Senior Leadership Team and proactively communicated to relevant stakeholders.
- KLDC Sixth is committed to sharing timely and accurate information as required. Ensuring that any messages to the public are clear and accurate.
- Communication of KLDC Sixth closure and cancellation of examinations to students via either KLDC Sixth website, email, telephone or text.
- Communicate the opportunity for remote assessment, if available.

### **Guidance**

#### **JCQ**

General regulations

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

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>

A guide to the special consideration process

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

### **Contacting the Awarding Bodies**

In all cases, if there are any concerns, please contact the relevant Awarding Body for advice:

Pearson 0344 463 2535, [examsofficers@pearson.com](mailto:examsofficers@pearson.com)