



**BRITISH SCHOOL
OF GENEVA**

EXAMINATION CONTINGENCY PLAN

Implementation Date – October 2023
Review Date – September 2024

Signed S Thompson (Principal)

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1. Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams
- Mitigate the impact of disruptions by providing actions or procedures to follow

2. Legislation and guidance

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which requires all exam centres to have a written examination contingency plan/examinations policy.

It's also based on:

- Ofqual's [guidance on contingency planning](#)
- <https://www.jcq.org.uk/wp-content/uploads/2023/09/Are-you-ready-Checklist-v-1.6-FINAL.pdf>
- JCQ's [joint contingency plan](#)

3. Responsibilities

3.1 Head of centre

The head of centre is Mr Simon Thompson. They will ensure that a written examination contingency plan/examinations policy is in place and covers all aspects of examination administration.

3.2 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by the head of centre, Mr Simon Thompson and the exams officer, Mr Dermot Feeney every year in the autumn term. At every review, the policy will be shared with necessary staff.

5. Links with other policies

This policy is linked to our:

- Examination policy
- Assessment policy
- Remote learning policy

6. Contingency plan

The table below sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on the [JCQ's joint contingency plan](#), and are consistent with [Ofqual's current contingency planning guidance](#).

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption of teaching time in the weeks before an exam – centre is closed for an extended period	When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning, e.g. if the centre is forced to close due to increasing rates of COVID-19	<ul style="list-style-type: none"> • Seek advice from relevant awarding organisations and JCQ • Have a contingency plan to facilitate alternative methods of learning, alternative venues or both • Offer candidates an opportunity to sit any examinations missed at the next available series • Communicate any changes to your plans with parents and pupils 	ST SHu
Candidates unable to take examinations because of a crisis – centre remains open	In the event that candidates are unable to attend examination centres to take examinations as normal, e.g. sickness bug, or if they are self-isolating due to coronavirus	<ul style="list-style-type: none"> • Communicate with relevant awarding organisations at the outset to make them aware of the issue • Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations • Communicate any changes to your plans with parents and pupils • Offer candidates an opportunity to sit any examinations missed at the next available series • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements 	ST SHu

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Centre is unable to open as normal during the examination period	In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre, or increasing rates of coronavirus forces it to close	<ul style="list-style-type: none"> • Inform relevant awarding organisations as soon as possible • Refer to emergency plans and/or health and safety policy, where appropriate • Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies • Use alternative venues in agreement with relevant awarding organisations • Communicate any changes to your plans with parents and pupils • 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 	ST SHu
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	<ul style="list-style-type: none"> • Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hardcopies • If the above isn't possible, you will receive electronic access to papers via a secured external network • Have plans in place to ensure we can receive, make and store papers under secure conditions • As a last resort, your awarding organisation may consider rescheduling the examination 	ST SHu

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> ● Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection ● Ensure secure storage of completed examination papers until collection ● If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the JCQ's instructions for conducting examinations ● https://www.jcq.org.uk/wp-content/uploads/2022/08/JCQ-Invigilation-training-checklist-FINAL.pdf 	ST SHu TBC..
Assessment evidence is not available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts	<ul style="list-style-type: none"> ● Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers ● Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement ● Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series 	ST SHu

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Centre is unable to distribute results as normal or facilitate post results services	In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services	<ul style="list-style-type: none"> • Contact awarding organisations about alternative options • Make arrangements to access results at an alternative site • Share facilities with other schools/colleges if possible • Coordinate access to post results services from an alternative site • Contact the relevant awarding organisation if electronic post results requests are not possible 	ST SHu

<p>Absence of exam officers</p>	<p>Exam officer extended absence at key points in the exam process (cycle)</p> <p>Planning</p> <ul style="list-style-type: none"> ● 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 <p>Entries</p> <ul style="list-style-type: none"> ● 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 <p>Exam time</p> <ul style="list-style-type: none"> ● 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 <p>Results and post-results</p> <ul style="list-style-type: none"> ● access to examination results affecting the distribution of results to candidates ● the facilitation of the post-results services <p>Pre-exams</p> <ul style="list-style-type: none"> ● exam timetabling, rooming allocation; and invigilation schedules not prepared ● candidates not briefed on exam timetables and awarding body information for candidates 	<ul style="list-style-type: none"> ● Head of centre to appoint a suitable Deputy Examinations Officer as rapidly as possible, who will follow procedures and practices within the Examinations Officer remit. ● Exams Officer to ensure essential information is available to Head of centre ● Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times 	<p>ST SHu TBC..</p>
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SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
	<ul style="list-style-type: none"> ● 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 		
Failure of IT systems	<ul style="list-style-type: none"> ● MIS system failure at final entry deadline ● MIS system failure during exams preparation ● MIS system failure at results release time 	<ul style="list-style-type: none"> ● Head of centre and Examinations Officer to contact in-house IT department. ● Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results. 	ST SHu

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
<p>SENDCO extended absence at key points in the exam cycle</p>	<p>Planning</p> <ul style="list-style-type: none"> ● candidates not tested/assessed to identify potential access arrangement requirements ● evidence of need and evidence to support normal way of working not collated <p>Pre-exams</p> <ul style="list-style-type: none"> ● approval for access arrangements not applied for to the awarding body ● modified paper requirements not identified in a timely manner to enable ordering to meet external deadline ● staff providing support to access arrangement candidates not allocated and trained exam time ● access arrangement candidate support not arranged for exam rooms 	<ul style="list-style-type: none"> ● Head of centre to appoint a suitable Deputy SENDCO as rapidly as possible, who will follow procedures and practices within the SENDCO remit. ● Exams Officer to ensure essential information is available to the Head of centre ● Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times 	<p>ST SHu</p>

