



Peacehaven Community School

Examination Contingency Plan Exams Policy

Head of Centre	Rachel Henocq
Date	September 2022
Date for Review	September 2023
Responsibility for Review	Head of Centre

Examinations Officer Is Absent

In the event that the Examinations Officer is absent at a critical stage of the examination cycle, the following members of staff at Peacehaven Community School will oversee exams:

- Head of Centre
- Deputy Headteacher responsible for exams

In order to ensure the risk to exam administration is minimised and any adverse impact on students is prevented, the above-mentioned staff will follow the timeline of tasks detailed in the Exams Handbook which is stored in the Exams Office.

If issues arise that cannot be dealt with within the centre, then the relevant exam boards will be phoned for assistance.

Emergency Evacuation/Abandonment of an Exam

In the event of our centre being evacuated due to a fire, bomb scare, flooding etc. the Head of Centre will make the decision as to if and at what point the examination should be abandoned (depending on the circumstances), and the candidates sent home.

The exam invigilators will follow the regulations outlined in section 25 of the JCQ *Instructions for Conducting Examinations* document. Instructions regarding evacuation of candidates are read out at the start of all exams and are stored in all exam venues so they are easily accessible by the invigilators.

The evacuation point for exams is: At the front of the school by the bike racks.

If the decision is made to send the candidates home, or if they have already had to be sent home, the Exams Officer (Head of Centre or Deputy Headteacher in their absence) will contact the relevant exam board immediately for advice regarding what to do next.

Also, an application for special consideration for the affected candidates will be completed.

The Head of Centre, or the Deputy Headteacher in their absence, will assess whether or not to continue the examination by taking the following points into consideration:

- The amount of time left to complete the exam
- The length of time that has passed since the official start time
- Whether the minimum time for remaining in the exam has passed to maintain the integrity of the exam
- Whether there is sufficient time to complete the exam before another sessions starts

- Whether continuing the exam takes candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

The Head of Centre, or Deputy Headteacher, must be satisfied that communication between candidates has not taken place outside of the exam venue. Only if they are completely satisfied will the candidates be allowed to continue the exam.

The exam will be abandoned if re-entry to the premises cannot be secured, or because the risk of communication between candidates, which would invalidate the exam, cannot be eliminated.

If the exam has to be abandoned, the exam papers will be sent to the relevant exam board as usual, unless they specifically request that the papers are not submitted.

Cyber-attack

In the event of a cyber-attack, the Exams Officer (Head of Centre or Deputy Headteacher in their absence) will contact the relevant exam board immediately for advice regarding what to do next.

The cyber incident will be reported to our centre's Data Protection Officer and our IT team, who will refer to the Disaster Recovery Plan (see separate policy).

This policy has been reviewed and authorised by:



Rachel Henocq
Headteacher / Head of Centre