

Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Exam Contingency Plan **2022/23**

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
E C Lever/J L Jenks	
Date of next review	September 2023

Key staff involved in contingency planning

Role	Name(s)
Head of centre	Mrs J L Jenks
Exams officer line manager (Senior Leader)	Mr N Kellett
Exams officer	Mr D Heyes/Mrs E C Lever
SENCo	Mrs T Wilson
Senior leader(s)	Mr J Chadwick, Mrs C Hooley, Mr N Kellett, Mr J Allcock, Mr K Tierney, Mrs K Gill

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Saint Michael's CE 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** 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** in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

- This plan also confirms that we are compliant with the JCQ regulation (section 5.3, **General Regulations for Approved Centres 2022-23**) 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 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*

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

- *invigilators not trained or updated on changes to instructions for conducting 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, for example very late arrival, suspected malpractice, special consideration*
- *candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

- **The senior leader responsible for examinations will be the first point of call to undertake duties or to delegate to one of the below**
- **The Exams Office website contains monthly task lists, provides a full oversight of the exam cycle and guidance regarding all aspects of exam arrangements. A hard copy of this is at the end of this document. There is also an internal document specific to St Michael's which indicates the examination officer tasks for each month (stored on 'Shared' – Exams 22-23)**
- **Examination officers at other local schools who are part of the Runshaw Exams Officers Consortia could be approached to offer assistance. Or recruit a temporary EO from a supply agency.**
- **Further guidance and documentation is available through examining bodies and JCQ.**

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

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

Planning

- *candidates not tested/assessed to identify potential access arrangement requirements*
- *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- *evidence of need and evidence to support normal way of working not collated*

Pre-exams

- *approval for access arrangements not applied for to the awarding body*
- *centre-delegated arrangements not put in place*
- *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

Exam time

- *access arrangement candidate support not arranged for exam rooms*

Centre actions to mitigate the impact of the disruption

- **SEND Senior TA for exams to take over until SENCo returns. (Short term absence only)**
- **SEND Senior TA for exams to identify any candidates not yet approved with access arrangements and to complete application paperwork in a timely manner to required examining body deadlines.**
- **Examinations officer to identify any shortfalls in access arrangement invigilation and ensure that gaps are filled.**
- **Examinations Officer to arrange suitable rooms and Senior TA for exams to provide training for invigilators.**
- **Centre assessor (with approved qualifications) to be employed to carry out necessary access arrangements assessments in the absence of the SENCO. (Inclusion Solutions)**

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 awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

- Subject Head or 2nd in department to provide Exams Officer with entries, estimated entries.
- Subject Head or 2nd in department to ensure non-exam assessment tasks are set and scheduled to be taken by candidates.
- Subject Head or 2nd in department to provide Exams Officer with controlled assessment/non-exam assessment mark and will ensure that controlled assessment samples are sent to moderators in a timely manner.
- Subject Head or 2nd in department will ensure that all staff have provided candidates with centre assessed marks in a timely manner to allow for appealing internal assessment decisions.

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 to mitigate the impact of the disruption

- Exams Officer will recruit invigilators annually. Each season will be reviewed to ensure that a reasonable number of invigilators are available to support examinations and access arrangements
- Exams officer will conduct training annually for all invigilators including a refresher session at the start of each academic year.
- Admin support staff and teaching assistants can be called upon to invigilate in an emergency
- Invigilator database is maintained so that they can be contacted at short notice.

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

Criteria for implementation of the plan

Exams 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 unexpected incident at exam time

Centre actions to mitigate the impact of the disruption

- Sufficient rooms are currently available to meet examination requirements. This will be reviewed each year.
- Additional spaces can be utilised to serve as examination rooms e.g Armstrong Centre, Training Suite, main school hall
- Small office spaces can be used as emergency access arrangements rooms when necessary.
- Dining area at the rear of school could be used as an emergency
- A list of alternative venues is given at the end of this document.

6. Cyber-attack

Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery

Centre actions to mitigate the impact of the disruption

- Increasing staff awareness of data security through training
- 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
- Candidates using word processors in an exam would need laptops configured to a local user
- Early access to scripts for coloured sheet printing would need to be done through the original papers (within permitted opening boundaries)
- School plan is to have SIMS and A2C accessible in the cloud. Also data for exam day administration could be accessed via the cloud. Submission of entries would be done ASAP after the cyber-attack is repaired. If entries are likely to be delayed beyond deadlines then the exam board must be informed.
- Any data to be submitted would be delayed so exam boards would need to be informed.
- Any data required for exams (MFL speaking tests) would need to be accessed elsewhere.

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 to mitigate the impact of the disruption

- Final entry deadlines for submission to the Exams Officer are one week in advance of the examination board requirements.
- Exam entries can be uploaded manually via exam board websites using external devices or tablets.
- Exam results are received one day in advance of issue to candidates. Results can be retrieved from examination board websites or through external access e.g. from another centre.

8. Emergency evacuation of the exam 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

- The relevant awarding body will be contacted for instructions. In agreement with the awarding body, the school will identify whether the exam can be taken at an alternative venue
- SLT will meet immediately and confirm a plan of action based on all factors available.
- Advice will be taken as to whether the school can be opened.
- In agreement with the awarding body, the school will identify whether the exam can be taken at an alternative venue
- Radio message given out via Radio Lancashire/Local Radio

- Parents/carers and candidates will be informed via Twitter regarding changes to the exam schedule
- Examination boards will be contacted for emergency candidate lists and emergency examination paper downloads.
- Contingency plans are in place for alternative venues to be used for examinations in the event of a whole centre evacuation. (See appendix)
- Transport Company (Tyrer's) will be contacted to provide transport to bus candidates to alternative venues. (See appendix)
- Local high schools have agreed in principle a reciprocal arrangement to host candidates for each other's centre where possible. A list of local exam officer phone numbers has been obtained.
- Local high schools have agreed a reciprocal agreement in the event of centre closure on results day.
- Invigilators are briefed on contingency arrangements and will travel with candidates to alternative venues.
- Examination papers can be downloaded from exam board websites/obtained from other local centres and photocopied.
- Exam policies and exam entry lists stored off site with Exam Officer and Head of Centre

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 to mitigate the impact of the disruption

- Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centres to prepare students, as usual, for examinations. In the case of modular course, centres may advise candidates to sit examinations in an alternative series. Centres should have plans to facilitate alternative methods of learning.
- Refer to business continuity plan for the Academy
- Inform parents/carers via Twitter/Radio
- Pupils to be provided with work online and by email in the short term.

10. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions to mitigate the impact of the disruption

- This must focus on options that enable candidates to take their examinations.
- SLT meet to confirm plan of action after communicating with relevant awarding organisations.
- SLT will communicate with parents, carers and candidates.
- Apply for special consideration in the event of candidate illness e.g. sickness bug

11. Centre unable to open as normal during the examination period

(Including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations

Centre actions to mitigate the impact of the disruption

- This must focus on options that enable candidates to take their examinations.
- SLT meet to confirm the arrangements for the Examination Contingency plan. In the absence of instruction from the relevant awarding organisation, the school will assume that any exam or timetabled assessment should take place if it is possible to do so.
- Open for exams and candidates only if possible (e.g fire damage to parts of premises)
- Contingency venues are: other schools\ youth zone\ town hall (see appendix)

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

- Awarding organisations to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made 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
- Centre will ensure all examination papers are in secure storage well ahead of scheduled dates.
- Centre will communicate with awarding organisations to obtain a secure download of examination papers which will be photocopied for candidates

13. Disruption to the transportation of 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 organisations arrange collections, centres should seek advice from awarding organisations 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 arrangements for transportation, centres should investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for Conducting Examinations. Centres to ensure secure storage of completed examination papers until collection.
- Centre will contact awarding organisation to arrange alternative despatch arrangements
- Centre to place exam material in secure storage until collection/despatch can be made

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.)
- Head of centre to contact awarding organisation for guidance immediately
- Centre to provide alternative evidence of assessments as required in the event of large scale damage to examination material
- Lost or damaged controlled assessments to be reported to the awarding organisation following the standard procedures.

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. Centres to make arrangements to coordinate access to post result services from an alternative site. Centres 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.
- Centre will access examination results using the secure exam board logins via an alternative centre. Initially a neighbouring high school/primary school may be used as a base to retrieve and print examination results.
- Arrangements will be made for candidates to access their results at an alternative venue – a neighbouring high school will be designated as a reciprocal local agreement has been made.
- Candidates/parents will be kept informed of alternative plans
- If candidates are not able to collect from school due to local restrictions, results will be sent home electronically to the candidate's school email address or their nominated address.

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

Contingency planning

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

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

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](#).

Steps you should take

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.

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.

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.

Steps the awarding organisation should take

Exam planning

1. Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
2. 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.

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.

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.

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](#)

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.

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** (last 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>)

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.

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 them 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
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
www.protectuk.police.uk

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](#)

Exam contingency contacts

St Laurence Primary

07704 745801. Mrs Marquis, Headteacher (Could do SLT hub – access to phones, printers, desk. At a pinch could do a small access arrangements room but would only hold about 6-7 candidates)

Town Hall

Civics out of hours number 07931 963959 (Could do about 100-110 if available)

Parklands High School

01257 264596

Holy Cross High School

01257 237756

Albany High School

01257 244020

ALTERNATIVE VENUES FOR EXAM CONTINGENCY

Venue Name	Address	Contact details	Capacity	Distance from St Michael's	notes
The Lancastrian Suite Chorley Town Hall	Chorley Town Hall Market Street Chorley PR7 1DP	01257 515113 (Mon –Fri 8.45 – 5.00) mayors.secretary@chorley.gov.uk	Main Hall – concert style 380 max – long tables style 300 max Bar area for SEN	16 mins walking 4 mins by car	Contact for a price
Cunliffe Masonic Hall	Cunliffe Hall Cunliffe Street Chorley PR7 2BE	01257 270940	Large space – up to 200 Sides room – up to 20 (suitable for SEN)	21 mins walking 7 mins by car	Contact for a price
David Lloyd Leisure Centre					
Astley Hall	Astley Park Off Hallgate Chorley PR7 1XA	01257 515151	Great Hall – max 70 Dining room – max 55 Conference room – max 60	13 mins walking 8 mins by car	Contact for a price
St Laurence's Church Hall	St Laurence's Vicarage Union Street Chorley PR7 1EB	01257 231360 stlaurencechorley@live.co.uk	Unknown	14 mins walking 4 mins by car	Contact for details
St George's Church Hall	St George's Vicarage Latchworth Place Chorley PR7 2HJ	01257 263064	Unknown	27 mins walking 8 mins by car	Contact for details

St Mary's Church Hall	West Street Off Devonshire Road Chorley PR7 2SR	01257 270122 stmaryschorley@apcmc.co.uk	Function room - 120	18 mins walking 4 mins by car	Contact for details – price in relation to event prices start at £60
St Joseph's Church Hall	Harpers Lane Chorley PR6 0HR	01257 275137 Diane Email contact form	Function room – up to 200 (has disabled access and facilities) Board room – 20-40 Include whiteboard and projector. Kitchen	17 mins walking 3 mins by car	Contact for details – price in relation to event prices (all day conference £150 full day / £80 half day)
Brindle Community Hall	Brindle Community Hall Water Street Brindle PR6 8NH	Susan Horrocks 01254 852173 – 9 Meadowside Drive, Hoghton, Preston PR5 0AP Email contact form	Main Hall – up to 100 Meeting room suitable for SEN pupils	n/a walking 16 mins by car	Contact for details – Mrs Susan Horrocks

Exam Day Contingency Plan

In Exams Office

- Check on the calendar what exams are running and in what rooms with which invigilators. This is in Exam office and also the Exam store.
- Inform the invigilators that the Exams Officer is not present.

In the Exam Store

- Only four key holders are allowed for the exam store. The Senior Assistant Headteacher should be contacted for this information and necessary codes for the safe store. If any person who has pupils sitting a subject for the seasons examinations, must be accompanied at all times and cannot be alone in the exam store, nor be a key holder.
- In the exam store, all of the exam papers are stored in the safe in date order as the timetable on exams office wall with seating plans, registers and any additional resources that are required for the exam. Check how many rooms are being used.
- Do not open the exam packet, but check the front of the exam paper for any additional stationery that may be required for the exam.
- If the exam is split into more than one room, the exam papers must be split. This must be done in the exam store only within one hour of the start of the exam, e.g if it starts at 9am, no earlier than 8am. Once the papers have been split, they must be sealed in an envelope ready to be given to the invigilator.
- Along with the register, it will state any access arrangement students. The SENCo also has this information.
- When exam papers are leaving the exam store, the person taking them must sign in the file (held in exam store) to confirm this.

In the Exam Room before the exam

- Take the sealed exam papers and the full exam documentation to the exam store. These must not be left unattended under any circumstance.
- Complete the exam room checklist
- Once in, using the seating plan, place out the desk cards as they appear on the plan. A copy of this plan must also be put up outside of the exam room.
- Any additional stationery/ resources required must also be placed on desks.
- If any access arrangements are taking place, please set these up, e.g if a laptop is being used, place this in the student's seat, switch on and open up the exam template ready for the student. Also plug in a charger.
- Using the sealed exam papers, write the following on the board:

Centre Number: 46911

Date: _____

Exam: (As it appears on the front of the exam with exam board)

Code: (As it appears on the front of the exam)

Start time: 09:00am for a morning, 13:30pm for an afternoon

End time: (For the duration of the exam)

Extra time end: (any extra time allocated for access arrangement students. This time will be on the seating plan.)

Outside the exam room before the exam

- A member of SLT will be outside of the exam room with the students before their exam. They will assist with students locking their bags, coats etc away and lining them up.
- A No mobile phone poster must be on the wall outside of the exam room (found on JCQ website – no mobile phone poster)
- A Warning to Candidates poster must also be on the wall outside of the exam room (found on the JCQ website (Warning to candidates)
- A seating plan must be outside of the exam room
- A pop up stating no entry, exam in progress, quiet please must be outside of the exam room.
- Students must put their mobile phones/ smart watches in the bags.
- If any student has a water bottle, this must be clear with the label cut off.
- Students must only enter the room once the exam officer/ lead invigilator has informed SLT that they are ok to do so.

Inside the exam room during the exam, once students have entered

- Students must enter the room in silence and remain in silence until leaving.
- SLT must identify the candidates
- Students must sit as the seating plan states
- No subject teacher may be present in the exam room
- Once the students are seated, open the sealed packets of exam papers and distribute according to the seating plan codes, e.g some may be higher or foundation (this is also on registers).
- The exam officer/ lead invigilator must read out the invigilator announcement word for word before allowing students to start.
- Once started, the invigilator must not leave the room, but the exam officer may.
- Students and invigilators must follow the rules of JCQ in the book – Instructions for Conducting Examinations (yellow book), found in the exam office in the JCQ Exam Information file.

At the end of the exam

- End the exam promptly at the stated end time.
- Collect all papers
- Take them to the exam store and sign them back in in the green file in the exam safe

After the exam

- All scripts must be in the same order as the register.
- All scripts must have a candidate name, number and centre number on
- If a student has used a laptop, the work must be printed and the student must check this before being unsupervised. Once printed this must go with the original script, along with a JCQ Word Processor form, and treasury tagged together with the JCQ form and printed work inside the original script. Again put this in the register order.
- Bag all of the items up, and include the top copy of the register in the bag.
- Once the bag is sealed, place the allocated yellow label to the front of the bag. Before doing this, check the details on the front to make sure that the dates and codes match.
- Once ready, make a note of the yellow label reference tracking code and postcode for the exam. This is to be logged in the green folder.
- Parcel Force will collect papers each day of the exam season after 3pm. When they arrive take the parcel to reception and complete the log book with the yellow label tracking reference number, exam code, date and postcode. Parcel Force must sign to say that they have taken the parcel.