



The Forum Centre

Exam Contingency Policy

Date of amended policy: May 2023

Signed.....*K. Rickford*.....Headteacher

Signed.....*S. Broughton*.....Exams Officer

EXAMINATION CONTINGENCY PLAN 2022-23

The Policy Purpose

In case of localised disruption to The Forum Centre, or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based upon the 'Joint Contingency Plan' issued by OFQUAL to all Awarding organisations and other stakeholders. The plan is exhaustive and ranges from contingencies that affect only the Awarding organisations to those that affect individual pupils. Included in this document are those contingences that are likely to affect the Centre and its pupils.

The key to dealing with any disruption is communication. This is particularly important with regards to any form of disruption that affects individual pupils and external examinations.

The advice in such cases is to contact TFC at the earliest opportunity by telephone 01258 455202 and to contact the Examinations Officer by e-mail at office@tfc.dorset.sch.uk or s.broughton@tfc.dorset.sch.uk

This document should be read in conjunction with the relevant sections of the TFC website, weather updates will be broadcast on local radio stations.

TFC in this policy refers to The Forum Centre, Park Road, Blandford DT11 7BX

1. Disruption of teaching time – TFC is closed for an extended period.

TFC is 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.

- a. Where there is disruption to teaching time and students miss teaching and learning it remains the responsibility of TFC to prepare students, as usual for examinations.
- b. In the case of modular courses, TFC may advise candidates to sit examinations in an alternative site/series.
- c. TFC should have plans in place to facilitate alternative methods of learning.

2. Disruption in the distribution of examination papers.

If disruption to the distribution of examination papers to TFC in advance of examinations occurs:

- a. Awarding organisations to provide TFC with electronic access to examination papers via a secure external network.
- b. Awarding organisations to source alternative couriers for delivery of hardcopies.

3. Candidates unable to take examinations because of a crisis – TFC remains open.

If candidates are unable to attend TFC to take examinations as normal.

- a. TFC to liaise with candidates and identify whether exams can be sat at an alternative venue in agreement with the relevant Awarding organisations
- b. TFC to offer candidates an opportunity to sit any exams missed at the next available series.
- c. TFC to 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 a medical certificate or have been advised by TFC not to attend an exam. If a candidate chooses not to sit an exam they should be aware that Special Considerations rules do not apply.

4. TFC is unable to open as normal during the examination period.

TFC unable to open as normal for scheduled examinations.

- a. If TFC is unable to open as normal for exams the Head of Centre/Examinations Officer must inform each Awarding organisation with details of which exams are due to be taken as soon as possible. The responsibility for deciding whether it is safe for TFC to open lies with the Head Teacher. The Head is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- b. TFC to open for examinations and examination candidates only, if possible.

TFC to use alternative venues in agreement with relevant Awarding organisations (e.g. The Forum Centre has made arrangements for students to sit exams at the Blandford School in case of an emergency).

- c. TFC may offer candidates an opportunity to sit any exams missed at the next available series.
- d. TFC to apply to Awarding organisations for Special Consideration for candidates where they have met the minimum requirements (see item 3).

5. Examinations Officer is unable to fulfil role.

Exams Officer is unable to come to work due to illness, injury or other crisis.

- a. Head Teacher is able to fulfil the duties of the Exams Officer with the assistance of other members of the senior leadership team and administration team.

6. SENDCo has extended absence during examination cycle.

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

- Exams Officer to liaise with SLT over arrangements for exams.

7. Disruption to the transportation of completed examination papers.

Delay in normal arrangements for the return of completed examination scripts.

- a. In the first instance TFC to seek advice from Awarding organisations.
- b. TFC to ensure secure storage of completed examination papers until collection.

8. Assessment evidence is not available to be marked.

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

- a. Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations.
- b. Candidates to take affected assessment at subsequent assessment window.

9. TFC is unable to provide sufficient invigilators due to Covid 19 related illness.

- a. Cover manager to request part- time staff to come into the centre to cover invigilator gaps.
- b. Cover manager to contact Teaching agencies to request invigilator trained TAs/teachers to cover.
- c. Head of Centre to request staff from nearby school – Blandford school.
- d. Examinations Officer/Head of Centre to contact Awarding bodies and request later start/session time for exam.

10. TFC is unable to open for examination results collection.

- a. Examinations officer to place a notice on the TFC website and send a TTPT informing parents/carers of the closure.
- b. Students to be offered the choice of receiving results via post or email.

11. Where it is identified that a cyber attack may compromise any aspect of the delivery of examinations at TFC .

- a. Exams Officer will work with IT and make contact with the relevant Awarding Body to seek further guidance. Senior Leaders will monitor

the situation and take any action required as directed by the Awarding Bodies

HeadTeacher

Kim Rickford

Exams Officer

Sharon Broughton

Dated

May 2023
