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Europa School UK -Examination contingency plan

Version and Date		Action/Notes
V2.0	26/09/2019	
V3.0	21/09/2021	Updated for new academic year - updated list of responsibilities removed reference to European Baccalaureate
V4.0	21/09/2022	Updated staffing information
V5.0	21/09/2023	Updated staffing information
V6.0	21/08/2024	Updated staffing information
V7.0	July 2025	Updated staffing information and rooms
Review Date September 2026		

1. Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To 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 require all exam centres to have a written examination contingency plan/examinations policy.

This plan also complies with our funding agreement and articles of association.

The school administers all required National assessments in Primary

The school is an IB world school and administers MYP E-assessments and E-portfolios and IB Diploma examinations and coursework submissions.

The school also administers various language examinations (Goethe, DELF, DELE)

The school also organises internal examinations for upper secondary (S4-S6) either as short timetable tests or in an examination session.

3. Responsibilities

3.1 Head of centre

The head of centre is the Principal, Mrs Lynn Wood who will ensure that a written examination contingency plan/examinations policy is in place which 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.

In Primary, National assessments carried out are EYFS, Phonics checks, Key Stage assessments and Multiplication tests. The tests are managed and administered by the head of the primary and Key stage coordinators.

In Secondary the main assessment is the Baccalaureate examinations. The Heads of Examinations are the Deputy Heads of Secondary. The examination's officer is Mrs Frantzeskaki.

4. Monitoring arrangements

This policy will be reviewed by Mrs Lynn Wood every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

5. Links with other policies

This exam contingency plan is linked to the assessment policy and the examination policy

6. Staff Responsible for Exams

Responsible Staff	Contingency
Head of Centre: Mrs Lynn Wood	Mrs Tanya Simson
EYFS coordinator: Martina Mallord	Ms Maria Arevelo
Phonics Coordinator: Mrs Petra Dymolova	Mrs Sarah Harding
KS1 Coordinator: Mrs Lizzy Hegarty	Mrs Lucy Tebbit-Scales
KS2 Coordinator: Mr Anthony Considine	Mrs Jane Eacopo
Secondary Exam Officer: Mrs Maria Frantzeskaki	Mrs Tanya Simpson/ Mrs Rosemary Butcher
Data Manager: Mrs Liz Hegarty	Ms Abi Miles

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 a detailed Ofqual joint contingency plan published in 2015, and are consistent with Ofqual's current contingency planning guidance.

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – 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	<p>Seek advice from awarding organisations and if appropriate JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this</p> <p>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both:</p> <ul style="list-style-type: none"> - use of google classroom and google hangouts to continue learning at a distance. - request learning space from the local education authority and local science centre, prioritising upper secondary. <p>Prioritise candidates who will be facing examinations shortly</p> <p>Advise candidates, where appropriate, to sit examinations and consider other exam sessions</p>	<p>Head of Secondary/ Head of Centre</p> <p>Deputy Heads Secondary</p> <p>Subject/Class Teachers</p> <p>Key Stage coordinators</p> <p>Exam Officer</p>

		Organise an alternative secure location of examination material if necessary, liaise exam boards	
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	<p>Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue</p> <p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations</p> <p>Offer candidates an opportunity to a subsequent examination session</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p>	Head of exam centre
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 forces it to close	<p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Open for examinations and examination candidates only, if possible</p>	Head of exam centre

		<p>Use alternative venues in agreement with relevant awarding organisations</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements if appropriate.</p> <p>Offer candidates an opportunity to sit/ take a subsequent examination session.</p>	
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	<p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p>	Head of exam centre
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<p>Seek advice from awarding organisations and their normal collection agency regarding collection</p> <p>Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection</p>	Head of exam centre
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,	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers.	Head of exam centre

	e.g. a fire at the centre destroys completed examination scripts	exam scripts are dispatched within 24 hours of exam	
Centre is unable to distribute results as normal	In the event that the centre is unable to access or manage the distribution of results to candidates	<p>Contact awarding organisations about alternative options</p> <p>Make arrangements to access results at an alternative site</p> <p>Share facilities with other schools/colleges if possible</p> <p>Baccalaureate results platform is web based.</p>	Head of exam centre
Absence of exam officers, teaching staff and/or invigilators	<p>In the event of absence of exam officer during receipt of exam material, exam sessions</p> <p>In the event of absence of scheduled invigilators</p>	<p>Reserve exam officer and invigilators are allocated for the examination supervision timetable.</p> <p>All invigilators MUST be have in date DBS certificates - must use staff members in an emergency but must ensure all constraints are satisfied</p>	Head of exam centre
Lack of appropriately trained invigilators	In the event of lack of appropriately trained invigilators due to lack of training sessions or illness or change of circumstances.	<p>Annual Recruitment of invigilators launched early in autumn term to ensure sufficient number of invigilators.</p> <p>Training of invigilators conducted as early as possible,</p> <p>Reserve invigilators are timetabled</p>	Exams officer

		Use of teaching staff (but not those teaching the subject of the exam) in exceptional situations when not enough invigilators are present.	
Failure of IT system	<p>In the event of lack of key communication being available</p> <p>In the event of on-line assessment affected by failure of IT systems</p>	<p>All lists/ invigilation timetables printed ahead of time</p> <p>Print list of contact information for invigilators.</p> <p>Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers</p>	<p>Head of Centre</p> <p>reserve exams office</p> <p>IT manager</p>
<i>Lack of appropriate exam rooms</i>	In the event of main exam room being unavailable	Reserve exam location is old gym/Schuman Hall for large groups > 30 and room 5 for group size <33	Examination officer
<i>Emergency evacuation of the exam room (or centre lock down)</i>	In the event of a fire or lockdown alarm during examination session	<p>The school has an evacuation plan for written and oral examinations.</p> <p>Separate evacuation zone for exam candidates - invigilators are trained to</p>	Fire/evacuation officer

		give instructions about remaining apart and no communication.	
<i>Lack of access to assessment information and results</i>	Absences of Head of exam centre/ exam coordinator	<p>Clear delegation of duties and contingency arrangements in place has delegated authority to Deputy Heads; reserve exam officer in place</p> <p>Establishment of access credentials for NCA tools and data checking platforms</p>	Head of centre