




Name of Policy	Examinations Policy
School Lead	Assistant Head - Exams
Governor Lead	Full Governing Body
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## Content

Content.....	2
1. Purpose .....	3
2. Exam responsibilities.....	3
3. Candidates.....	5
4. The statutory tests and qualifications offered.....	5
5. Exam seasons and timetables.....	5
6. Entries, entry details and late entries.....	5
7. Exam fees .....	6
8. Equality Legislation, special needs, access arrangements, contingency plans, emergencies and private candidates.....	6
9. Access arrangements.....	6
10. Contingency planning.....	6
11. Private candidates .....	7
12. Estimated grades .....	7
13. Managing invigilators and exam days.....	7
14. Exam days.....	7
15. Examination room .....	8
16. Malpractice .....	9
17. Candidates, clash candidates and special consideration .....	9
17.2 Clash candidates.....	9
17.3 Special consideration .....	9
18. Coursework and appeals against internal assessments .....	9
19. Results, enquiries about results (EARs) and access to scripts (ATS) .....	10
20. Certificates .....	11
Appendix 1: Equality Legislation.....	12
Appendix 2: Examinations Access Statement.....	14
Appendix 3: Contingency Plan.....	14

# The Pilgrim School Examinations Policy

Name of Centre: Amber Hill Site, The Pilgrim School  
Centre Number: NCN 26337 / VQ 26313C

Name of Centre: The Pilgrim School, Lincoln Base  
Centre Number NCN 26313 / VQ 26313A

Name of Centre: The Pilgrim School, Baumber Base  
Centre Number: NCN 26341 / VQ 26313B

## 1. Purpose

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates;
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually. It includes, in the Appendices, the school's statement regarding Equality Legislation, and summaries of the policies for Controlled Assessments and the Contingency Plan, which are further expanded upon as separate policies.

This exam policy will be reviewed by the Head of Centre, Exams Officers, Academic Links/Teachers and the Governing Body.

## 2. Exam responsibilities

### 2.1 Head of Centre

The Head of Centre, in addition to being responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and qualification specification issued by the awarding bodies:

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice.

### 2.2 Exams Officer

- manages the administration of public and internal exams and analysis of exam results
- advises the Senior Leadership Team, Academic Links, Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- through liaison with the SEN Co-ordinator, administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations

- identifies and manages exam timetable clashes
- delegates responsibility to the administrator for income and expenditures relating to all exam costs/charges
- line manages exam invigilators and organises the recruitment, training and monitoring of exams invigilators responsible for the conduct of exams
- submits candidates' coursework marks
- tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates
- in consultation with the SLT, handles any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- only has access with the Head of Centre and SBM to the secure storage facility.
- keeps a log when question papers and other examination materials are delivered.
- ensures each candidate has and knows their appropriate identity number.

### 2.3 Academic Links/Teachers

- provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- may be involved in post-results procedures
- assist or manage the accurate completion of coursework mark sheets and declaration sheets
- accurately complete entry and all other mark sheets and adhere to deadlines set by the Exams Officer
- help ensure candidate's identity and date of birth has been verified for those learners who are singly registered.

### 2.4 Teachers

- notifies the SENCO and Exams Officer of any access arrangements (as soon as possible after the start of the course and in consultation with the entering school). However, it is the responsibility of the SENCO to request access arrangements and inform the teachers of any specific requirements.
- Cooperate with submitting candidates' names to the Exams Officer

### 2.5 SENCO

- holds central records on the administration of access arrangements
- is responsible for the identification and testing of candidate's requirements for access arrangements
- is responsible for the Identification of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims
- liaises with mainstream schools regarding identifying additional needs of pupils as required

### 2.6 Invigilators

- Exams Officers instructs invigilators of their duties in relation to the collection of exam papers and other material before the start of the exam.
- strictly adhere to the instructions in the conduct of examination procedures and overseeing the examination process
- collect all exam papers in the correct order at the end of the exam and is responsible for their return to the Exams Officer at Pilgrim School.
- follows the evacuation procedure in the event of an emergency which is an appendix to this policy.

### 3. Candidates

- understand coursework regulations and sign a declaration that authenticates the coursework as their own
- ensure they conduct themselves in all exams according to the JCQ regulations.

### 4. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this Centre are decided by the Headteacher, SLT and the Academic Links.

The statutory tests and qualifications currently offered are, but not limited to, GCSEs, BTECs, Functional Skills and Entry Level Certificate.

The subjects offered for these qualifications in any academic year are negotiated on an individual basis with the candidate, parents and the entering school. If there has been a change of specification from the previous year, the exams officer must be informed.

Decisions on whether a candidate should or should not take an individual subject will be taken in consultation with the candidates, parents/carers, subject teachers and Assistant Headteachers and Exams Officer. Any requests will be put in writing by the parent/carer.

### 5. Exam seasons and timetables

#### 5.1 Exam seasons

Internal exams are negotiated on an individual basis. All internal exams are held under external exam conditions.

External exams may take place during the year but GCSE exams will take place in May/June. The exam series used is decided on an individual basis and informed by decisions taken by Academic Links, parents/carers, the entering school and agreed with SLT.

#### 5.2 Timetables

Once confirmed, the Exams Officers will circulate the exam timetables for external exams.

#### 5.3 Wide Spread Disruption

In the event of widespread disruption as explained in the contingency plan the school will follow the advice and guidance of the Joint Contingency Plan for the Examinations System, a summary of which is found at the appendix to this policy.

#### 5.4 Storage of exam materials.

The Exam Officers and Exams Assistant will ensure that the storage of examination scripts is compliant with current JCQ policy.

The storage of material for on-screen tests is compliant with JCQ policy

### 6. Entries, entry details and late entries

#### 6.1 Entries

Candidates are selected for their exam entries by negotiation with parents/carers, entering school, Heads of Department and Academic Links.

Candidates, or parents/carers, can request a change of level or withdrawal only if agreed by the Head of Centre and the entering school.

The centre does accept entries from private candidates on a case by case basis. All requests are subject to the Head of Centre's approval.

## 6.2 Late entries

Entry deadlines are circulated to Academic Links via email and verbally where appropriate. Late entries are requested by the Exams Officer. Re-sit decisions will be made by the Head of Centre.

## 7. Exam fees

If a candidate is on roll of the Pilgrim School the centre will pay all normal exam fees on behalf of candidate.

Late entry or amendment fees are paid by the Entering Centre.

Transferred candidate fees are paid by the candidate's entering centre.

Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

## 8. Equality Legislation, special needs, access arrangements, contingency plans, emergencies and private candidates

### 8.1 Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre and SENCO.

### 8.2 Special needs

The need for special access requirements is considered by the SENCO in consultation with relevant professionals. The SENCO will complete appropriate paperwork and make a submission to the exam board.

The SENCO will inform teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO will then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

## 9. Access arrangements

Following information received from Academic Links, SENCO, parents and the learner's school, it is the Exam Officer and SENCO responsibility to ensure the arrangements are provided. Submitting completed access arrangement applications online to the awarding bodies is the responsibility of the Exams Officer/SENCO.

Rooms for access arrangement candidates will be arranged by the SENCO with the Exams Officer, Base Lead and Base Staff.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer.

Candidates with access arrangements must be identified on the seating plan.

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officers.

A summary of the Contingency Plan is attached as an appendix.

The school has access to 3 bases across the county and can move candidates, if needed, to another centre in the event of disruption at their allocated exam centre. Each base also has access to wi-fi and can download exam papers if needed.

## 10.1 Emergencies

In the event of an emergency such as a fire alarm or a bomb alert the invigilator must follow the emergency procedure which is attached as an appendix to this policy. Further reference can be found at <https://www.protectuk.police.uk/threat-risk/security-risk-management>

## 11. Private candidates

Managing private candidates is the responsibility of the Exams Officers.

## 12. Estimated grades

For candidates on the role of The Pilgrim School, Academic Links are responsible for submitting estimated grades to the Exams Officer so that these can be sent to the relevant Exam Boards by the published deadlines.

## 13. Managing invigilators and exam days

### 13.1 Managing invigilators

The recruitment and line management of invigilators is the responsibility of the Exams Officer who will ensure that appropriate training is given.

Internal invigilators will be used for external exams. Occasionally external invigilators may be appointed. In some cases, the entering school may provide invigilators for external exams.

Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the Centre administration.

DBS fees for securing such clearance are paid by the Centre.

Invigilators are timetabled and briefed by the Exams Officers.

External Invigilators' rates of pay are set by the centre administration.

Invigilators must not do any other work such as read or mark whilst the examination is taking place.

Examinations are to be conducted in accordance with the relevant JCQ Instructions for Conducting Examinations.

The evacuation procedure is attached as an appendix to this policy.

## 14. Exam days

The Exams Officer or Exams Assistant will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

The Exams Officer, Exams Assistant or delegated teacher is responsible for setting up the allocated rooms.

The invigilator will start all exams in accordance with JCQ guidelines and follow the set

procedures outlined in The Pilgrim School's Invigilator's handbook. This includes starting exams, equity legislation/access arrangements, fire evacuation and emergency planning procedures.

The invigilator will verify the identity of all candidates prior to the examination commencing. The Pilgrim School only uses existing support staff as invigilators due to the nature of the setting and the possible disruption to students caused by unfamiliar invigilators, therefore all candidates will be known by staff. A member of SLT will be present in every base on exam days to assist with identification of candidates.

Seating plans will be arranged so that, where possible, students sit in the same seats for every examination taking place in that room. Students will have a card with their name and candidate number present on their desk throughout the exam.

Should a private candidate be present for an examination the invigilator will request a photographic identification document to verify the candidates name, date of birth and photographic likeness prior to entering the exam room.

The invigilators must always ask candidates to check if they have been given the correct question paper, for the day, date, time, subject, unit and tier of entry.

The invigilator must announce clearly to the candidates when they may complete the details on their answer booklet, and the examination will only formally start when the invigilator clearly states they may begin.

Only a 5 minute warning to candidates is permitted. Where the candidates have different finishing times the centre must decide on the impact to others.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted. In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers may be distributed to teachers at the end of the exam session making sure that timetable clashes have been taken into consideration.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required. They must then leave immediately.

In order to facilitate the administration of exams and collection of papers the school will be manned between 0830 and 1530. In addition, senior staff will be available until 1630 where there have been afternoon examinations.

An additional member of centre staff, who can be an invigilator, must check date, time, subject, unit/component and tier of entry, if appropriate, immediately before question packet is open.

Only the exams officer, exams assistant, SBM or Head of Centre is authorised to remove exam material and stationery from the secure storage facility. Materials may not be removed earlier than 90 minutes from the commencement of the examination.

With regards to JCQ "Instructions for Conducting Examinations", it is no longer necessary to have a copy of this booklet in smaller satellite rooms. However, the invigilator must be thoroughly conversant with the relevant sections of this booklet.

Only the Exams Officer, Exams Assistant, candidates and Invigilators are allowed into the examination room. Staff must be aware of JCQ Notice to Centres – The People Present in the Examination Room.

## 15. Examination room

The clock must show the actual time at which the examination starts



The board/flipchart/ whiteboard, visible to all candidates, must show the date of the examination in addition to the actual starting and finishing time.

Any drink brought into the examination room whether by candidate or centre must be in a clear bottle and free from packaging and labels.

## 16. Malpractice

The Head of Centre in consultation with the SBM and Exams Officer are responsible for investigating suspected malpractice.

## 17. Candidates, clash candidates and special consideration

### 17.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates must be given the opportunity to sit the examination for its published duration. If they leave the exam room unaccompanied they will not be allowed to return. Before they have left the examination, they must hand in their script including question paper.

At the end of the examination, candidates must hand in their scripts and question papers before leaving the examination room.

### 17.2 Clash candidates

The Exams Officer will negotiate with the entering centre if it is necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

The Exams Officer is responsible for handling late or absent candidates on exam day.

### 17.3 Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, exams assistant or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## 18. Coursework and appeals against internal reviews

### 18.1 Coursework

- Candidates who have to prepare coursework should do so by the end of the course.
- Teachers and Academic Links will ensure all coursework is ready for despatch at the correct time. It is good practice to keep a record of what has been sent when and to whom.
- For those candidates on the role of The Pilgrim School, marks for all internally assessed work and estimated grades are provided to the Exams Officer by Academic Links and Teachers

## 18.2 Appeals against internal assessments

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment on the form provided. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- For those candidates on the role of The Pilgrim School, appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

## 19. Results, enquiries about results (EARs) and access to scripts (ATS)

### a. Results

- Candidates will receive individual results slips on results days either in person at the centre, or by post to their home addresses depending on arrangements agreed beforehand.
- All candidates whose results come directly to The Pilgrim School will also receive an email with a scan of their results to their school email address.
- All Mainstream schools' exams officers will also be CC'd in this email.
- Arrangements for the school to be open on results days are made by the Head of Centre
- The provision of staff on results days is the responsibility of the Head of Centre.

### 19.2 Enquiries About Results (EARs) The Pilgrim School only

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Exams Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

### 19.3 Access to scripts: ATS The Pilgrim School only

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned.

(See also section 5: Exam fees)

## 20 20. Certificates

- Certificates are handed to the student who signs a form to confirm receipt.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and a receipt is signed.
- Replacement certificates are only issued if a candidate agrees to pay the costs incurred.
- The centre retains unclaimed certificates for three years.

## Appendix 1: Equality Legislation

### The Pilgrim School Examinations - Equality Legislation

The Pilgrim School is committed to equality of opportunity and is keen to promote a learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.

In line with the disability equalities scheme and guidance from relevant bodies (e.g. Jcq, NAA), the following guidance document has been produced. This document is subject to revision and will be discussed at SLT meetings.

A summarised version is on display throughout the Exams areas.

Please read The Pilgrim School Examinations Policy with regards to Access Arrangements.

#### The Building

Statement of Need	Current Provision
<b>Lighting:</b>	
Ensure that the entrances to the centre and corridors approaching the examination rooms are well lit.	All lighting meets the legal H&S requirements.  All corridors and entrances to the Exams areas in school are well lit by fluorescent lighting.
Ensure lighting is suitable for use both during the day and in the evenings and is well maintained.	The Examinations Officer, along with the School Business Manager in charge of premises and the Facilities Manager, are responsible for ensuring that the lighting is fit for purpose and operating correctly.  Additionally, the invigilators check the lighting in each room prior to an exam taking place and inform the Examinations Officer of any issues.
<b>Accessibility:</b>	
Tactile surfaces to highlight any steps, stairways or changes in level.	There are no stairwells at Pilgrim. All steps in bases (centres) meet both legal & Equality Legislation.
Wheelchair access in corridors	All corridors in The Pilgrim School bases are wide enough to allow easy access for wheelchair users
<b>Accommodation:</b>	
Exam rooms should be located close to an adapted toilet.	The adapted toilets provide basic welfare facilities. Where any further need is identified, facilities will be put in place to support this need.
Facilities should be in place to open the door from the outside in an emergency.	All adapted toilets are accessible from the outside in case of an emergency.
<b>Emergency Evacuation:</b>	
Ensure that both disabled candidates and staff are aware of the emergency evacuation procedures to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment.	We comply with the procedures for Emergency Evacuation as laid out in the Exams Fire Policy  Invigilators are made aware of any specific evacuation procedures in place for a student with a disability.  Invigilators ensure that all candidates are aware of the evacuation procedures at the beginning of each exam.  Where we have prior knowledge of a mobility issue, we make evacuation arrangements according to the individual's

	needs. E.g. candidates who use a wheelchair are located close to the door to allow them to easily enter and leave the examination room.
<b>Seating:</b>	
<p>Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture.</p> <p>Ensure candidates who may become unwell are able to leave the room causing minimum disruption.</p>	<p>Seating is provided according to individual requirements as identified by previous assessments.</p> <p>Candidates who may need to leave the room during the exam due to the nature of their disability will be situated close to the exit.</p>
<b>Signage:</b>	
<p>Ensure signs are reasonably sized, easily understood and where necessary, combine text, arrows, pictorial symbols &amp; Braille.</p>	<p>Exam signs are as far as possible, simple, clear and consistent. They are displayed on A4 and A3 to meet the needs of students with a disability.</p> <p>Assessments are made in consultation with school, parents and medical profession. If Additional Support is needed, appropriate arrangements are put in place to ensure information is accessible to the individual/s</p>
<b>Resources:</b>	
<p>Where computers are necessary for an examination, ensure that hardware and software have been properly adapted and tested for those who may use them.</p>	<p>Access arrangements are put into place according to an individual's needs. Adapted keyboards, large screens and any appropriate software programs are available as necessary.</p>

## Appendix 2: Examinations Access Statement

As far as is reasonably practicable, The Pilgrim School will ensure:

- Lighting is appropriate for candidates.
- Premises will meet legal and Equality Legislation.
- Adapted facilities are provided as necessary.
- The needs of all students will be considered in the event of an emergency evacuation.
- Evacuation procedures will be provided at the beginning of each exam.
- Appropriate seating / seating arrangements will be arranged in line with the candidates' needs.
- Access arrangements will be applied for and put in place according to the individuals needs and with the agreement of the Awarding Body.

## Appendix 3: Contingency Plan

Examination System Contingency Plan SUMMARY.

The Policy Purpose:

In case of localised disruption to the Pilgrim School, 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 contingencies that are likely to affect the Pilgrim School 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 the main office at the earliest opportunity by telephone number 01522 682319, or emailing [helen.garrett@pilgrim.lincs.sch.uk](mailto:helen.garrett@pilgrim.lincs.sch.uk) for the Lincoln centre, 01205 743107 or [liz.hallissey@pilgrim.lincs.sch.uk](mailto:liz.hallissey@pilgrim.lincs.sch.uk) for Amber Hill centre or 01507 355916 or [eva.stanton@pilgrim.lincs.sch.uk](mailto:eva.stanton@pilgrim.lincs.sch.uk) for the Baumber centre.

The document should be read in conjunction with the the separate Contingency Plan, and also the relevant sections of the Pilgrim School's website dealing with bad weather procedures.

The term 'Centre' in this policy refers to the Pilgrim School, Carrington Drive, Lincoln, LN6 0DE, The Pilgrim School Amber Hill, Sutterton Drove, Amber Hill, Boston PE20 3RQ and The Pilgrim School, Lincoln Road, Baumber, Horncastle, LN9 5ND.

1. Disruption of teaching time – Centre is closed for an extended period.  
Centre 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.
  - Where there is disruption to teaching time and students miss teaching and learning it remains the responsibility of the Centre to prepare students, as usual, for examinations.
  - Centres should have plans in place to facilitate alternative methods of learning.

2. Disruption in the distribution of papers – If disruption to the distribution of examination papers to the Centre in advance of Examination occurs:
  - Awarding organisations to provide the Centre with electronic access to examination papers via a secure external network.
  - Awarding organisations to source alternative couriers for delivery of hardcopies.
3. Candidates unable to take examinations because of a crisis – Centre remains open  
If candidates are unable to attend the examination Centre to take examinations as normal.
  - Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
  - Centre to offer candidates an opportunity to sit any examinations missed at the next available series.
  - Centre 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 their Centre not to attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.
4. Centre is unable to open as normal during the examination period, or Centre unable to open as normal for scheduled examinations.
  - A centre which is unable to open as normal for examinations must inform each awarding organisation with details of which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for a Centre to open lies with the Head of Centre. The Head of Centre is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
  - Centre to open for examinations and examination candidates only, if possible.
  - Centre to use alternative venues in agreement with relevant awarding organisations (e.g. other bases, other local schools, children/families' centres)
  - Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
  - Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).
5. Disruption to the transportation of completed examination papers  
Delay in normal arrangements for the return of completed examination scripts.
  - In the first instance Centre to seek advice from awarding organisations.
  - Centre to ensure secure storage of completed examination papers until collection.
6. 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.
  - Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations.
  - Candidate to retake affected assessment at subsequent assessment window.
7. Exams Officer is unable to fulfil role.  
Exams Officer is unable to come to work due to illness, injury or other crisis
  - Exam Assistant, Head of Centre and Assistant Headteacher are able to fulfil the duties of the Exams Officer with assistance of the administration team.

8. Disruption to the transportation of students  
Taxis are disrupted while transporting students to the Centre.
- Students and parents are reminded to call the Centre if there are any delays or issues with transport on exam days.
  - Centre to use alternative venues in agreement with relevant awarding organisations (e.g. other bases, other local schools, children/families' centres)
  - Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
  - Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).

Where an examination can't take place, Centres must remind candidates that they must remain available until **Wednesday 26<sup>th</sup> June 2024** should an awarding body need to invoke its own contingency plan.



## Appendix 3

### Examinations: Emergency Evacuation Procedures.

The invigilator must take the following action in an emergency such as a fire alarm or a bomb threat.

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination. Candidates must be given the opportunity to sit the examination for its published duration.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.
- **IMPORTANT. BEFORE** the students exit the examination room remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- **UNDER NO CIRCUMSTANCES** are students to access their mobile phones or other electronic devices. This will be a breach of examination board regulations and they will risk being disqualified from their examination.
- One invigilator should leave with a group at each fire exit. The registers (photocopied and original) should be taken out with the invigilators, together with pens. Invigilators should take a rollcall, to ensure that all students are present and accounted for.
- **IMPORTANT** – the students should assemble in designated assembly areas. This will ensure that they are isolated from other students. In the unlikely event that two or more different exams are taking place at any one time, students line up according to examination taken. One line for Maths, One line for Geography etc.

Note the time of re-starting the examination and change the finish time. Inform Liz Hallissey or Helen Garrett - exams officers, or Eva Stanton - exams assistant of the incident, so that they can contact the Awarding Body for advice.