St. Michael’s Catholic Grammar School

**EXAMINATION SYSTEM CONTINGENCY PLAN**

**Founded by the Sisters of the Poor Child Jesus, a Voluntary Aided school in the trusteeship of St Michael’s Catholic School Trustee and a member of the Loreto Education Trust.**

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| **Approved by:** | Headteacher | **Date:** March 2022 |
| **Last reviewed on:** | March 2021 | |
| **Next review due by:** | Spring 2023 | |

**The Policy Purpose**

In case of localised disruption to St Michael’s, or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based on 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 St Michael’s 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 St Michael’s at the earliest opportunity by telephone: 0208 446 2256 and to contact the Examinations Officer by email: [exams@st-michaels.barnet.sch.uk](mailto:exams@st-michaels.barnet.sch.uk)

***The term “Centre” in this policy refers to St Michael’s Catholic Grammar School, Nether Street, North Finchley, London N12 7NJ***

**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 time, interrupting the provision of normal teaching and learning.

* Where there is disruption to teaching time and pupils miss teaching and learning it remains the responsibility of the centre to prepare pupils, as usual, for examinations.
* Centre 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 the Centre in advance of the 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 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 the 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 the Centre not to attend an examination. If a candidate chooses not to sit an examination they should be aware special consideration does not apply.

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

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 possible. The responsibility of 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. shared facilities with other Centres) if possible.
* Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
* Centre may 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 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 Awarding organisations.
* Candidates to retake the affected assessment at subsequent assessment window.

**7. Examinations Administrator is unable to fulfil role**

Examination administrator in unable to carry out duties due to illness, injury or some other crisis

* Assistant Head (in charge of public exams) will fulfil the duties of the Examination Officer with the assistance of other members of SLT.

8. **COVID-19 Addendum: October 2020**

Following the amended publication of ‘Guidance for full opening: schools’ on 28 August 2020, the School has made the following temporary changes to our External Examinations Contingency Policy.

**Additions Conditions applying to invigilators during COVID pandemic**

Candidate numbers are sufficiently small for the autumn exams so that only 2 invigilators are required for each session; one inside the venue to run the session and the other outside to deal with any problems.

The Examinations Officer will brief invigilators on their roles and start exams.

* Please go directly reception where you will be briefed by the exams administrator
* Adhere to the one-way system and follow all signage and floor markings.
* Only move around the school if necessary; use mobile phones, set to ‘silent mode’ to communicate with centre exam staff if needed.
* Avoid congregating in communal areas and workspaces.
* Always wash or sanitise hands before entering and when leaving venues, before and after distributing exam materials, after sneezing or coughing (remembering to ‘catch it, bin it, kill it’) and before and after eating,
* Desks, tables, chairs (including backs) other surfaces and door handles will be cleaned by school staff and students when the exam finishes using disinfectant wipes after each exam session.
* Hand sanitiser, tissues and disinfectant wipes are available in each exam venue.
* Invigilators are advised to wear face masks, and may also choose to wear visors and/or disposable gloves. Visors and disposable gloves will be available as requested by individual invigilators.
* Students are not expected to wear face masks in school but may do so if they wish.
* Please permit exam candidates to enter the exam venue and sit at their designated desk bearing their candidate details, under exam conditions, as soon as the venue is set up for the exam session
* Keep windows and doors open in exam venues to promote ventilation.
* Adhere to social distancing rules (2 metres) whenever possible. If this is not possible, endeavour to maintain a distance of at least 1 metre and for the minimal time. When handing out or collecting in exam materials do so at arms’ length and either wear protective gloves or sanitise hands before and after doing so.
* Avoid face-to-face contact and stand alongside candidates and staff when interacting with them.
* Remind candidates of social distancing and good hygiene habits. For example, the principle of social distancing, and ‘catch it, bin it, kill it’.
* Centre Exam staff will collect exam materials and any equipment at the end of the last exam in a session.

**Conditions applying to students during COVID pandemic**

* If you test positive for Coronavirus or have symptoms of Coronavirus such as a high temperature, new continuous cough or loss of sense of smell or taste you should not attend an exam and should contact the school for advice.
* Arrive 8.30 -8.45 am for morning exams and between 1:30 -1.45 pm for afternoon exams. Remember to bring writing and any other appropriate equipment.
* Candidates should adhere to the one-way system and follow all signage and floor markings and only move around the school if absolutely necessary.
* Always wash or sanitise hands before entering and when leaving venues, after sneezing or coughing (remembering to ‘catch it, bin it, kill it’).
* Desks, tables, chairs (including backs) other surfaces and door handles will be cleaned by school staff by students at the end of the exam session.
* Hand sanitiser, tissues and disinfectant wipes are available in each exam venue.
* Candidates are not expected to wear face masks in exam venues but may do so if they wish. Invigilators are advised to do so but may choose not to if they wish.
* When invited to enter the exam venue, sit at your designated desk bearing your candidate details. You will be under exam conditions throughout the time you are in the venue.
* Adhere to social distancing rules (2 metres) whenever possible. If this is not possible, endeavour to maintain a distance of at least 1 metre and for the minimal time. Handing out and collecting in of exam materials will be done at arms’ length.
* Avoid face-to-face contact. Invigilators have been advised to stand alongside candidates when interacting with them.
* When exam papers are collected at the end of the exam please proffer them at arm’s length. · When you are dismissed from the exam venue please take with you anything you brought in and leave the School immediately unless otherwise instructed on the day.