

Exam Contingency Plan

EXAM CONTINGENCY PLAN

LEADERSHIP RESPONSIBILITY: M HAZEL

RATIFIED BY BRIDGE LEARNING CAMPUS SENIOR LEADERSHIP TEAM

DATE: JANUARY 2025

REVIEW DUE: JANUARY 2026

HEADTEACHER: MR R MAULE

Signed:



Exam Contingency Plan



Candidate Identification Procedure

| | |
|--------------------------|------------------------|
| Centre Name | Bridge Learning Campus |
| Centre Number | 50609 |
| Date plan first created | 27/11/2023 |
| Current plan approved by | Senior Leadership Team |
| Current plan reviewed by | Senior Leadership Team |
| Date of next review | 21.01.2026 |

Key staff involved in the policy

| Role | Name |
|-----------------------------|---------------------------|
| Head of Centre | Rupert Maule |
| Senior leader(s) | M Hazel |
| Exams officer | Kevin Hough/Helen Osborne |
| SENCo (or equivalent role) | Laura Rudd/Carly Berry |
| Other staff (if applicable) | |

This plan is reviewed and updated annually to ensure that exam contingency planning at Bridge Learning Campus is managed in accordance with current requirements and regulations.



Exam Contingency Plan



Purpose of the Plan

This plan examines potential risks and issues that could cause disruption to the exam process.

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 at Bridge Learning Campus.

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', the JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland and the JCQ document Preparing for disruption to examinations (Effective from 1 September 2024).

This plan details how Bridge Learning Campus complies with the JCQ's General Regulations for Approved Centres (5.3 Centre management) by having in place for inspection that must be reviewed and updated annually, a written contingency plan which covers all aspects of examination/assessment administration and delivery.

Contingency arrangements

Operating across more than one Centre: This does not apply to this Centre.

National Centre Number Register and other information requirements

The Head of Centre will ensure that the centre responds to the National Centre Number Register annual update by the end of October every year which includes providing senior designated contact details (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 5.3)

Head of Centre absence at a critical stage of the exam cycle

Where the



of Centre



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may be



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absent at a critical stage of the examination cycle, main duties and responsibilities will be escalated in accordance with the Centre's written escalation process.

Possible causes of disruption to the exam process

1. Exams officer extended absence at a critical stage of the exam 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



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- 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 post-results services

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

The Exams officer plans all aspects of the exams process with K Hough, or M Hazel. They will meet on a weekly basis to discuss short- and medium- term activities and therefore, in the absence of the exams officer, they will be able to take over the planning and implementation of the exams process. Lead invigilators are fully trained to conduct exams. Key Holders (R. Black/R. Maule) to organise with SLT Marie Hazel the distribution of papers to exam rooms should both Helen Osborne and Kevin Hough be absent.

All exams policies are in place. All access arrangements forms have been completed.

2. SENCo (or equivalent role) extended absence at a critical stage of 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



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- 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

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

Deputy Headteacher alongside Deputy SENDCo to take on SENCO role

Student's EHCPs to be referenced

Whole school assessment conducted throughout the year.

3. Teaching staff extended absence at a critical stage of 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 (including controlled assessment and coursework) 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
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marks
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and candidates' work not provided to meet awarding body submission deadlines

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

HOD will take responsibility for any missing entries or other information required by exams officer. All entries will be confirmed by HOD (or 2nd in their absence) appropriate cover will be organised to ensure that learning time is not unduly disrupted.

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

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

Invigilation for an exam series in place at least 3 weeks before start of exams. Where there are gaps in support, appropriately trained TA's will be used. Invigilators from supply agency used.

5. Exam rooms - lack of appropriate rooms or main venue(s) 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

Other criteria: No other criteria identified.

Centre



actions to



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mitigate the impact of the disruption listed above

The centre will:

- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, make use of other available rooms within the centre, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body
- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, move to alternative venue, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned

Alternative venue details: A clear room plan has been determined: Curie Hall, Sports Hall, Conference Room, F110 and A106

Rooms and exams set up will be booked at least 3 weeks before start of exams series.

If a room cannot be used at short notice (a leak in ceiling for example) the exams officer will transfer to Primary Hall or a classroom, rerooming planned lessons (LHa) if required.

If the school is uninhabitable for exams, we have two contingency venues:

1. Sports Hall: Not attached to the main school and is the other side of a field to the school.
2. Gymnastics Centre: Next to the Sports Hall, not attached to either the school or the sports hall.

For AA:

Trust house conference room: A separate building to the school.

Should the complete site not able to be used, then we can house the exams at Merchants Academy.

- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue



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Communication details: Candidates/Parents/Carers will be informed of any alternative venue arrangements via Arbor.

- ensure the secure transportation of question papers or assessment materials to the alternative venue
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions: No other actions identified

6. Cyber-attack

Criteria for implementation of the plan

- Where a cyber-attack may compromise any aspect of delivery

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

Key actions for a cyber-attack include:

Identify the attack.

Contain the attack.

Investigate the attack.

Restore the systems.

After completing these key actions, the next step is to restore the systems using local backups, such as Veeam Backup, or cloud-based backup solutions like Acronis. When restoring the systems, it is advisable to prioritise the restoration of the Domain Controller. By restoring the Domain Controller first, the necessary IP address for internet access can be obtained, and the Active Directory can be restored to enable users' logins.

In cases



where the
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restoration



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from backups fails or faces difficulties, an alternative option is to redirect the systems to other sites within the trust's Wide Area Network (WAN). This can be done to facilitate internet access and users' logins until the local services are fully restored. By redirecting the systems to other sites, the school can ensure continuity of operations and minimize the impact of the cyber-attack until the primary systems are back online.

7. Failure of IT systems

Criteria for implementation of the plan

- MIS/IT system failure at final entry deadline
- MIS/IT system failure during exams preparation
- MIS/IT system failure at results release time

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

Liaise with network support and IT manager in school.

Contact exam boards for advice.

8. Emergency evacuation of the exam room (or Centre lockdown)

Criteria for implementation of the plan

- Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Other criteria: In this event, please see school Lockdown Procedure/Policy.

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

- refer to and invoke its (exams) emergency evacuation policy/procedure in line with JCQ's 'Centre emergency evacuation procedure' (or its (exams) lockdown policy)

- contact the relevant awarding body as soon as possible and follow its instructions

- where



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accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned

- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions: No other actions identified.

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

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- recognise it remains the responsibility of the centre to prepare students, as usual, for examinations
- facilitate alternative methods of learning
- communicate with candidates (and where appropriate, parents/carers) information relating to alternative methods of learning

Communication details: Candidates/Parents/Carers will be informed via Arbor.

- take advice offered by the awarding body regarding alternative arrangements for conducting examinations that may be available
- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date

Other centre actions: No other actions identified



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10. Candidates may not be able to take examinations - Centre remains open

Criteria for implementation of the plan

- Candidates may not be able to attend the examination Centre to take examinations as normal

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- discuss alternative arrangements with the awarding body if a candidate misses an exam or loses their assessment due to an emergency, or other event, outside of the candidate's control
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body, ensuring the secure transportation of questions papers or assessment materials to the alternative venue
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Communication details: Candidates/Parents/Carers will be informed via Arbor.

- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other Centre actions: No other actions identified

11. Centre may not be able to open as normal during the examination period

(including in



Centre being



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unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- Centre may not be able to open as normal for scheduled examinations

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

- take advice, or follow instructions, from relevant local or national agencies in deciding whether the Centre is able to open
- contact the relevant awarding body as soon as possible and follow its instructions (This could include implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP).)
- contact the relevant awarding body as soon as possible and follow its instructions
- discuss alternative arrangements with the awarding body if the exam or assessment cannot take place
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Alternative venue details: A clear room plan has been determined: Curie Hall, Sports Hall, Conference Room, F110 and A106

Rooms and exams set up will be booked at least 3 weeks before start of exams series.

If a room cannot be used at short notice (a leak in ceiling for example) the exams officer will transfer to Primary Hall or a classroom, re-rooming planned lessons (LHA) if required.



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If the school is uninhabitable for exams, we have two contingency venues: we have a Sports Hall, which is not attached to the school and is the other side of a field to the school. And next to it there is a gymnastics centre, which can house the exams. In addition we can also use trust house conference room for AA, this also is a separate building to the school. If the complete site is not able to be used, then we can house the exams at Merchants Academy.

In the event of the exams needed to be undertaken elsewhere will be coordinated by the SLT or head of Exams Marie Hazel.

Communication details: Parents and students will be informed of any changes via Arbor.

- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other Centre actions: No other actions identified

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

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

- liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- understand that as a last resort, and in close collaboration with centres and regulators, awarding organisations will consider scheduling of the examination on an alternative date



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- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

Other Centre actions: No other actions identified

13. Disruption to transporting completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts/assessment evidence

Other criteria: No other actions identified.

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

- where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, seek advice from the relevant awarding organisations and will not make its own arrangements for transportation unless told to do so by the awarding organisation
- for any examinations where the Centre makes its own arrangements for transportation, investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for conducting examinations
- ensure the secure storage of completed examination scripts until collection

Other Centre actions: No other actions identified

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



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Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

- liaise with the awarding body to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body
- where marks cannot be generated by awarding body, inform candidates they may need to retake the affected assessment in a subsequent assessment series

Other Centre actions: No other actions identified

15. Centre unable to distribute results as normal (including in the event of the Centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services

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

Other criteria: No other criteria identified

Centre actions to mitigate the impact of the disruption listed above

The Centre will:

- make arrangements to access its results at an alternative venue/share facilities with another Centre if this is possible, in agreement with the relevant awarding body
- make arrangements to coordinate access to post-results services from an alternative venue

Alternative venue details: If Bridge learning campus cannot be used on results day, the alternative venues will be either the Gymnastics Centre or Trust house. Or if the whole site cannot be used then we will use



academy.



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- make arrangements to make post-results requests at an alternative location
- contact the relevant awarding body if electronic post-results requests are not possible
- inform candidates of any alternative arrangements in place for the distribution of results and the facilitation of post-results services

Communication details: Parents and students will be informed of any changes via Arbor.

Other Centre actions: No other actions identified

16. Any other cause of disruption to the exam process

Cause of disruption

No further causes identified

Centre actions to mitigate the impact of the disruption listed above Not applicable.

Changes 2024/2025

Changed: Any reference to ALS Lead/SENCo changed to SENCo (or equivalent role).

Removed:



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heading Purpose of the plan: This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. 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.

Added: A new sub-heading under Purpose of the plan: Contingency arrangements and added a new field containing associated text taken from General Regulations for Approved Centres (3.17-19).

Changed: The content of the text under the heading National Centre Number Register and other information requirements:

From: The head of centre will also ensure that as a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself. (GR 5.3)

To: The head of centre will ensure that the centre responds to the National Centre Number Register annual update by the end of October every year which includes providing senior designated contact details (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 5.3)

Updated: Formatting throughout the document

Changed: Re worded **5. Exams** regarding contingency venues.

Added: 2 SENCo

Deputy Headteacher alongside Deputy SENDCo to take on SENCO role

Student's EHCPs to be referenced

Whole school



assessment



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conducted throughout the year.

Added: 17 Failure of IT systems

The Centre will:

Liaise with network support and IT manager in school.

Contact exam boards for advice.

