Carrickfergus Academy – Exams Policy

Examination fees

All first examination fees will be paid by Carrickfergus Academy. Re-sit fees are to be paid by candidates. Fees are to be given to the teacher or Subject Leader before an entry can be made. Fees must be paid before the entry dates. Late entry charges will apply to candidates who do not bring in their money before the date.

Candidates must also pay for remarks and clerical checks. Fees are included in the appendix.

When a candidate can provide a medical certificate or letter signed by a medical practitioner, they do not have to pay re-sit fees. This letter covers the day of the examination. If a Year Mentor can verify that the candidate could not attend the examination for some other extenuating circumstance, such as a death in the family, these also do not have to be paid by the candidate.

Entries

Teachers will make entries for examinations and submit these to examination officers. These must be done before entry deadlines.

Withdrawals

There may be occasions when it would be in the interests of a pupil to withdraw them from an examination. Should this arise, a letter will be written to parents informing them that in the schools' opinion their child should withdraw. A decision must then be made by parents and a letter returned to school indicating their wish to enter candidates for examinations. Should parents not reply, the school will endeavour to contact parents to hear their desires and then a decision will be made after. This will be completed before entry deadlines set by examination boards. Should parents wish for pupils to be entered for examinations and the pupil does not arrive for those examinations, pupils and parents will have to pay the sum of those examinations they have not attended in order to receive certificates.

Attendance at examinations

Pupils are given instructions about when and where exams will be held and timetables of examinations are given to pupils. These timetables will also be posted home to parents when all final entries have been made. It is expected that all pupils attend for examinations in which they have been entered. An Exams Officer or member of SLT will be present at the start of examinations to ensure correct paper is given to pupils and to ensure correct pupils are in attendance. They will be able to confirm the identity of pupils as requested in General Regulations 5:9. At the beginning of examinations should a candidate be absent, a member of staff will contact parents informing them of this, however it is the responsibility

of pupil and parents to ensure attendance of examinations. Should a candidate fail to attend an examination that they have requested entry for, they will be charged the entry fee by the centre before receiving certificates. A letter informing parents of their absence and fees for examinations will be sent, and this should be paid to the centre.

Examination boards set the times for exams and these times must be adhered to. Morning exams will start at 9.15am and afternoon exams at 1.00pm. For examinations that last less than one hour and if a pupil is finished, the pupil must be supervised and papers kept under secure storage until after the published finishing time for the exam. This effectively means, where possible, pupils will not be allowed to leave earlier than others who are still working on their exam. Should a pupil be disruptive during this time, he or she will remain under centre supervision until all pupils have finished their exam.

Lateness

A pupil who arrives late may not be allowed to sit the exam. This is at the centre's discretion. Should a pupil arrive after 10:00am or 2:00pm they are considered very late and may sit the examination paper however are warned that the exam board are within their rights to not accept the paper.

Examination Clashes

On occasions there may be a clash of examinations for a candidate. Should this happen, pupils are informed by examination officers and separate invigilation is arranged. Pupils should arrive prepared for both examinations with a break or lunch to have if a break has been arranged. Revision is permitted during these breaks between exam sessions. Should a pupil have an exam clash of 2 or more exams and the total time last less than 3 hours, a short break of 5 minutes is permitted however exam conditions (no talking, communication or notes) must be adhered to.

Equipment for examinations

All pupils must come fully prepared for examinations. This includes a black pen, pencil, ruler, compass, protractor and calculator. If a candidate does not have these, the school can lend them to candidates. All pencil cases should be clear, and labels must be removed from water bottles. Pupils are not permitted to have notes with them in the exam room so these must be removed before examinations. Mobile phones, MP3/4 players, iPods, SmartWatches and watches are not permitted in the exam room. These are to be left in the school office before any examination and are to be collected after. Any candidate who has a mobile phone in their possession during an examination must be reported to an examinations officer and they risk disqualification from that examination and any further examinations in the series. Pupils should not write in gel pens, erasable pens or use correction fluid in any answer.

Behaviour in examinations

Candidates are expected to behave in a suitable and appropriate manner in examinations. When a pupil enters the exam room, he or she is under formal exam conditions. Should a pupil be suspected of malpractice in examinations, for example bringing into the room unsuitable equipment, cheating, talking and disobeying the instructions, they may have to be removed from the examination room. Any cases of malpractice are to be reported to the examinations officers who will submit a report to relevant examination boards and disqualification could result.

Safeguarding

On occasions the school may accept external candidates to sit examinations. Those persons must speak to the Principal to seek agreement for this to happen and then pay the fees required before the deadlines. They must then inform the Exams Officer how much the fees are for this examination and the module codes for which they require to be entered. This is the responsibility of the external candidate to inform the Exams Officer of these details. The candidate may then be entered.

These candidates will sit the exams in the main examination room and be invigilated by centre staff. On arrival to the school they must present identification and sign in at the visitors' book. This candidate is not permitted to be left alone at any stage with candidates sitting the exam.

On finishing the exam, the external candidate may leave their visitors' pass and sign out of school. The school will have their results available on the same days as the rest of the candidates from the school. It is the responsibility of the external candidate to come to school to collect these.

Malpractice

Malpractice is failure to follow the rules of an examination or assessment.

Malpractice could involve:

- breach of security;
- deception;
- improper assistance to candidates;
- failure to co-operate with an investigation;
- maladministration;
- candidate malpractice

Should an issue of malpractice arise during exams or controlled assessments, the Exams Officer and Head of Centre should be informed immediately. The Exams Officer will then inform the awarding board as soon as possible and fill in JCQ document M1 1415 Malpractice. Parents are to be informed in writing of this and a candidate statement is to be made and submitted if required.

All cases of malpractice are to be reported to relevant exam boards and penalties may be as follows:

1. Warning
2. Loss of marks
3. Disqualification from the unit
4. Disqualification from the whole qualification
5. Disqualification from all qualifications taken in that series
6. Barred from entering for examinations for a set period of time.

Pupils must be spoken to in Assemblies to notify them of malpractice and the penalties they could incur. Staff are also reminded of this by various communications from Exams Officer and exam boards. Parents are also informed of malpractice via ParentApp messages sent via Exams Officer.

Exams Officers are aware of use increasing use of AI answers for homeworks and assessments. Teachers are advised of the use of AI and encouraged to be familiar with how pupils can use. Advice from JCQ is disseminated to all staff via Exams Officer.

Emergencies in Examinations

If an emergency arises during an examination, pupils must leave the room with a member of staff present however are not to do so until advised by an examinations officer or member of SLT. All papers, equipment, bags etc must be left in the room. The registers must be taken by invigilators in order that pupils can be evacuated and checked at assembly point. Pupils are to leave the room calmly and silently and must not discuss the examination. The time interrupted will be noted and candidates will be given the full working time for the examination. The awarding body will be notified by the examination officers.

Contingency plan

Should exams or assessments be disrupted there is a contingency plan in place and this is included as an Appendix. Staff are made aware of this by reading this document. If pupils are not able to sit examinations, relevant boards will be notified of this as soon as possible.

Carrickfergus Academy have the following key staff and are in place for the 2025/26 year. Should any contingency plans need to be put in place, these staff will be expected to act up to assist.

Head of centre/Principal:	Mrs Amanda Irvine
Vice Principals:	Mr Colin Patterson/Mrs Emma Beckett
Exams Officer:	Mrs Linsey Gibson
Assistant Exams Officer:	Ms Catherine Donnelly
SENCO:	Ms Stephanie Fox-Quinn
Teacher in charge of AA testing:	Ms Catherine Donnelly

Controlled Assessment

Controlled Assessments may be undertaken with some subjects. Rules regarding mobile phones, unauthorised material and plagiarism must be adhered to. Three levels of control apply:

1. Low control – students can work unsupervised outside the classroom
2. Medium control – students can work under informal supervision
3. High Control: Students complete their task under direct supervision throughout.

Teachers are responsible for marking and moderation. As with examinations, should malpractice be seen during times of Controlled Assessment, this must be reported to the Examinations Officer who may report to relevant examination boards.

Responsibility of the Head of Department

1. Obtain the task details from exam boards and codes
2. Choose the most appropriate time for the controlled assessment to take place
3. Standardisation and moderation of marking
4. Oversee submission of marks to the exam board by the appropriate date
5. Deliver the appropriate samples and paperwork to the exams officer at least two days before the specified date

Responsibility of teaching staff

1. Conduct the Controlled Assessment during timetabled class time
2. Keep attendance records
3. Notify the Exams Officer when high level-controlled assessment is taking place
4. Relevant display materials must be removed or covered up if required
5. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions
6. If a student is absent, the teacher must allow that student the chance to make up the time if necessary
7. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words

8. All assessment materials must be locked in a suitable secure cabinet at the end of each session. This is the responsibility of the HOD or subject leader to ensure this
9. For long absences (in cases of serious illness) special consideration may be applied for by Assistant Exams Officer
10. If suspected malpractice occurs, the Exams Officer and Principal must be informed immediately
11. Authentication forms must be signed by the teachers and candidates
12. Access arrangements must be applied
13. Candidates' work must be securely stored

Responsibilities of Exams Officers

1. Exams Officers will make entries for Controlled Assessment tasks.
2. Exams Officers are responsible for distributing exams posters for rooms if requested by teachers.
3. Exams Officers are to hold passwords for high control pieces if applicable and must give to teachers when these are requested.
4. Should a pupil require Access Arrangements of extra time for high control pieces, Exams Officers can arrange this if requested within 2 weeks.
5. Exams Officers are to distribute TAC 1 forms and sampling instructions and collect when requested by Exam boards and adhere to deadlines.
6. Exams Officers to collect Controlled Assessment pieces and pack according to Exams Boards instructions and to oversee collection by Parcel Force.

Access Arrangements

Access arrangements may be offered to candidates depending on their specific educational needs. This may be in the form of:

- Extra time
- A reader
- A scribe
- Word processor
- Separate accommodation

Ongoing liaison and testing carried out by the SENCO will deem whether or not Special Consideration is necessary. Tests for this will be carried out between September and February.

Access Arrangements are offered to pupils where they are their normal way of working. Should a pupil need to word process their work it must be done as follows:

- Header/footer
- Pages numbers
- Size 12 font
- Double lined spacing
- Spell check or predictive text turned off

Exams Officers will need the help of ICT technicians to make these available to pupils.

Cover sheets must be used to show Access Arrangements and signed by the Exams Officer and invigilator.

If a pupil has a one-to-one LSA for classroom practice, this LSA will not act to give access arrangements to their one-to-one pupil. All staff will have training in what to do should they be required to act as a reader, scribe or prompt for pupils so pupils are not disadvantaged in any way during their exam.

Should any emergencies arise during the exam season (illness, death of family, car accident etc) the exams officers must be notified as early as possible so that examination boards can be notified and an application make for special consideration.

Criteria for Access

1. Pupils will be identified by staff after final tracking test/ assessment in Year 10 as requiring extra time or support during this test and previous assessments. Staff will be asked to reflect on the pupils needs over the whole year and provide a statement as to what the need is and how they helped.

2. Testing takes place in September of Year 11 - The results will be examined to see who has attained 84 or less. These students will also be tested for AA. It is expected that most will overlap staff referrals.

3. Students may be referred for testing by staff throughout the year if a need is identified.

4. Students may also be tested at a parents' request or concern for their learning needs.

Results

It is the responsibility of the Exams Officer to download results on EDI days and pass to Head of Centre. These results will be released to teachers and pupils on official results days. On August results days, these will be available from 9.00am.

Appeals

Should a candidate wish to appeal their exam marks, they must contact the Exams Officer as soon as possible. The Exams Officer will then contact the appropriate exam board and inform them of this.

This relates to appeals against decisions taken by Carrickfergus Academy with regard to the Review of Results (ROR) process for Public Examinations. It should be read in conjunction with JCQ Post-Results Services: Information and guidance to centres https://www.jcq.org.uk/exams-office/post-results-services and JCQ Appeals booklet https://www.jcq.org.uk/exams-office/appeals

In all cases Carrickfergus Academy is committed to acting in a fair, consistent and timely manner and in accordance with any guidelines published by relevant bodies/organisations. Awarding Bodies will only accept applications for Reviews of Results from Carrickfergus Academy and not from candidates or their parents.

Candidates wishing to apply for any of the services open to individuals should do so by speaking to the exams officer after the publication of results. Candidates should refer to the grade boundaries for the subject they are considering reviewing their mark and cross-reference this with their own mark to see whether it is worthwhile applying for a remark. Candidates are strongly advised to consult with their Subject teachers, who will have access to grade boundaries, before applying for a Review of Results.

Fees for Appeals must be paid to the school office, appeals will only be processed when Carrickfergus Academy has received the correct fee from parents.

Candidates must understand that marks and subject grades may be lowered following any Review of Results.

The Awarding Bodies offer the following Review of Results services for individual candidates:

a. Service 1 (Clerical re-check)

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

• that all parts of the script have been marked;

• the totalling of marks;

• the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

b. Service 2 (Review of marking)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

This service will include:

• the clerical re-checks detailed in Service 1;

• a review of marking as described above.

c. Priority Service 2 (Review of marking)

This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. The service is available for externally assessed components of both unitised and linear GCE specifications. It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Universities and colleges will endeavour to be flexible in keeping places open. However, they can only do so if they are informed of priority reviews of marking that may affect an offer. It is therefore vitally important that candidates inform the relevant universities and colleges as soon as a priority review of marking has been requested.

Outcome of enquiries

The outcome of each enquiry will be confirmed by the respective awarding body. The awarding body will provide a reason for the decision of a review of marking. If the mark has changed the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure, i.e.

• if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark;

• if there has been an unreasonable exercise of academic judgement†.

An academic judgement is what is involved when marking and grading assessments. It is possible for different examiners reasonably to reach different judgements.

Unreasonableness in academic judgement occurs where the mark given is one that no reasonable examiner could properly have awarded.

If there is a disparity of two qualification grades or more between the original marker and the reviewer, the awarding body will automatically provide the centre with specific details. Where there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.

If a candidate is not satisfied with the outcome of a Review of Results, he/she can ask Carrickfergus Academy to submit an Appeal within 30 days of receiving the outcome. Please note that candidates and/or their parents/carers are not entitled to appeal directly to the awarding body.

Carrickfergus Academy will only submit an appeal if it genuinely believes that the awarding body has not followed due procedures. Appeals must focus on whether an awarding body:

a) has used procedures that were consistent with regulatory requirements;

b) has applied its procedures properly and fairly in arriving at judgements;

c) for AS, A-level and Project qualifications only, has not properly applied the mark scheme. For AS and A-level qualifications only, the mark could not have been given by a trained and standardised marker who had appropriate subject knowledge and who had exercised his/her academic judgement in a reasonable way.

Carrickfergus Academy's decision as to whether to proceed with an appeal is subject to the following Examinations Appeals Procedures.

Candidates who wish Carrickfergus Academy to consider appealing the outcome of a Review of Results must consult with and get the approval of the relevant Subject Leader. The Subject Leader must be satisfied that he/she is able to indicate precisely where the Awarding Body has not followed due procedures.

If the Subject Leader is thus satisfied, he/she will advise the Principal to approve the submission of an appeal by the school. If the Principal is satisfied that there are sufficient grounds for appeal, that approval will be given and the school will proceed with an appeal. If the Principal is not satisfied that there are sufficient grounds for appeal, then the school will not proceed and that decision will be communicated to the candidate.

If the Subject Leader is not satisfied that he/she is able to indicate precisely where the Awarding Body has not followed due procedures, then he/she will advise not to proceed with an application for appeal and will inform the Principal and the candidate of that decision.

If candidates and/or their parents/ guardians wish to appeal the decision by either the Subject Leader or the Principal not to proceed, they must apply in writing to the Principal

within no more than 3 days of that decision indicating precisely where they believe the Awarding Body has not followed due procedures. The Principal together with a Vice-Principal will consider the grounds for appeal and communicate their decision to the candidate and/or their parents/guardians.

Arrangements for handling secure electronic materials

Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre. This will be the Exams Officer/Assistant Exams Officer/ICT technician. The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.

Email accounts for secure material are created by ICT technician and password protected. Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared. By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material. Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles. Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.

The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process. The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination. The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder. Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder. Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.

Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room. In these exams there will be at least 2 invigilators present, 1 of which will be beside the printer to collect printouts as required. Pupils must not leave their seats in the examination to retrieve them. Papers are to be securely handled and given to exams officer for packaging.

Any concerns of a potential breach of security will be reported to the awarding body immediately.

Appendix 1

Charges and fees

These can be found on the following websites:

https://ccea.org.uk/examiner-centre-support/examinations-support/pre-examination-information/feescharges-notes

https://www.aqa.org.uk/exams-administration/entries/entry-fees

https://www.ocr.org.uk/administration/fees/

https://www.wjec.co.uk/media/v51avu03/wjec-entry-fees-2025-26-all-series.pdf

https://qualifications.pearson.com/en/support/support-topics/centre-administration/fees.html#step1

https://www.ocnni.org.uk/media/54cn4swc/ocn-ni-qualification-pricing-and-fees-structure-2025-2026.pdf

Appendix 2

Instructions for invigilators – Carrickfergus Academy

Here are some helpful notes to help you as you invigilate our exams…

- The centre number is 71419 and this must be written on a board at the front of the room along with the exam codes, names, starting and finishing times.
- Exam cards should be places on the desks in a snake pattern beginning at the door at the front.
- Invigilators should ensure that exams which finish earliest are placed closest to the door to ensure pupils are not distracted. Please complete a seating plan for every exam showing clearly which pupils require any Access Arrangements. All pupils must write their centre number and candidate number on the front of their paper then their cards can be collected 15 minutes before the end of the paper.
- Exam papers are to be stored in the exam room and locked up securely.
- Please assist Exams Officer Linsey Gibson (LGN) and Assistant Exams Officer Catherine Donnelly (CDY) in the opening of papers and checking the correct details of examinations.
- Timetables for exams must be followed. Please do not start or finish an exam early as pupils can become confused and are already under pressure and we don't need to upset them any further! ☺
- Morning exams will start at 9.15am. When there are big exams on please be here for 9.00am and meet LGN/CDY at exam room or staff room.
- Afternoon exams start at 1.00pm. Again, when there are big exams please be here for 12.45pm and meet LGN/CDY
- All pupils mobile phones, MP3/4, smartwatches are to be left in the office before an exam starts. See instructions to say at beginning of exams. Mobile phones are a reason for disqualification for exams!!
- Announcements by staff are to be at the beginning of exams. No other announcements are to be made while pupils are working.
- If a pupil arrives late please allow the full time for pupils to complete. LGN/CDY must be informed in case extra exam cover is needed
- If a pupil arrives later then 10.00am or 2.00pm they will are permitted to sit the exam but must be warned that they are very late so the exam board may refuse their paper.
- Pupils are not allowed to leave an exam early unless agreed by SLT or LGN.
- If a pupil has an exam clash they are not permitted to leave the exam room unless accompanied by an exams officer or member of SLT.
- Equipment lent out to pupils for exams must be returned. Calculators must be free of lids, cases and covers that have formulas. Unless stated otherwise a calculator is permitted in the exam but all memory must be wiped. This is the responsibility of

the pupil. They may not be shared between pupils during an exam. Water bottles must have the labels removed from them. No other unauthorised material e.g. notes may not be brought into the room. Tippex is not to be used.

- Teachers are not permitted to see or take the exam paper until all candidates are finished.
- Invigilators are not permitted to read anything apart from the front page to candidates.
- Invigilators are not permitted to carry out any other task e.g. reading, marking while covering an exam. Invigilators are also not permitted to read the exam paper. It is suggested invigilators spread themselves around the room, at front, back and sides to ensure pupils are observed.
- The chief invigilator is permitted to have a mobile phone, on silent, at the front of the room, in case of emergency. Phone the school number or LGN for assistance if needed.
- Exam papers are not to be given out until all pupils are present and exam is ready to start. For big exams they can be put given out early and placed face down.
- Invigilators must check the front of the paper to ensure the correct date and paper is being distributed. Please read the instructions on the front of the paper to the pupils.
- On board at front of room please write the following:
    - Date of exam
    - Paper code
    - Subject
    - Start and finish times for exams
    - Duration of exam
- All papers must be completed in black ink. Should pupils need any extra paper they may use the extra paper provided by exam boards and these should be inserted into the answer booklet and treasury tags used if needed. Extra pages are not to be stapled or a paper clip used to fasten them in.
- Please ask pupils to check the front of the paper to make sure it is the right paper and tier they have been entered for.
- Please mark registers and have one invigilator take this to the office so parents/carers can be contacted if pupils are absent. Year 11 registers must be sent to office also.
- If pupils need to leave the exam room for any reason during the exam, they are to be accompanied. If a pupil is ill during the exam, they must be given the full time after when they return. Please let LGN/CDY know asap if a child is ill during the exam.
- Pupils who leave unaccompanied are not allowed back into the exam room.
- If invigilators suspect malpractice, names of pupils, exam they are sitting and situation must be reported to SLT/LGN as soon as possible. If a pupil is suspected of malpractice, the invigilator must warn the candidate that he/she may be removed

from the room. Record what has happened and ask for assistance. Pupils who commit malpractice will be asked to leave.

- Pupils are to be reminded 5 minutes before the completion of the exam that they have 5 minutes remaining. This is the only reminder permitted.
- If there is an emergency, please take the following steps…
    - Stop candidates from writing
    - Collect registers
    - Leave exam room orderly
    - Leave all question papers and scripts in the exam room
    - Make sure pupils are supervised and try to ensure pupils do not discuss the paper
    - Note times of disruption and time outside exam room
    - Pupils are to be given the full time on return to the exam room
    - Incident must be reported to the exam body
- Papers must be collected before candidates leave the exam room.
- Pupils are to leave the exam room quiet and orderly and not talk until they have left the room. They are to leave row by row.
- Papers are to be collected in candidate order and check all papers match the registers completed. Check all pupils have put their candidate number and centre number on the paper.
- Exams must be packed in the relevant envelope and ParcelForce book completed in the office. Exam papers are to be left in office for collection if during day. For afternoon exams, please fill in the collection book and return envelopes to LGN to be collected the following day.

Appendix 3

Emergency evacuation procedure for examinations

https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats

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

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- 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.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Appendix 4 - Contingency plan

This plan complies with JCQ general regulations (section 5) in that:

> The Centre agrees to "have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;"

Possible scenarios are numbered below…

1. Exam officer extended absence - Principal to nominate or appoint someone to cover L Gibson if absent. Centre to have sufficient people trained in using exams organizer.

2. **SENCo extended absence at key points in the exam cycle**

Planning - candidates not tested/assessed to identify potential access arrangement requirements; evidence of need and evidence to support normal way of working not collated

Pre-exams - approval for access arrangements not applied for to the awarding body; modified paper requirements not identified in a timely manner to enable ordering to meet external deadline; staff providing support to access arrangement candidates not allocated and trained

Exam time - access arrangement candidate support not arranged for exam rooms <u>Centre actions:</u>

Principal to nominate or appoint someone to cover A Bloxsom if absent. Centre to have sufficient people qualified to carry out the tests for access arrangements

3. Teaching staff extended absence at key points in the exam cycle

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 or late or other penalty fees eing charged by awarding bodies

Internal assessment marks and candidates‟ work not provided to meet submission deadlines

Head of departments to make entries for the member of staff absent. HOD TO ENSURE ALL CANDIDATES HAVE COMPLETED INTERNAL ASSESSMENT WELL BEFORE THE DEADLINE.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Exam officer to organize sufficient invigilators and - in an emergency use teaching staff that are free.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Exam officer to Source alternative venues/facilities. (Use neighboring school if necessary)

6. Failure of IT systems

Should an ICT failure arise, ICT technician to be available to assist.

7.Disruption of teaching time – Centre closed for an extended period

Should the centre be closes for an extended period, centre to communicate with parents, carers and students about the disruption to teaching time and provide appropriate work.

8. Candidates unable to take exams because of a crisis and exam centre remains open – centre will communicate with exam boards and parents

9. Centre unable to open as normal during the exams period – if the centre is unable to open as normal for scheduled exams, awarding body will be informed and alternative provision organized by L Gibson and C Donnelly

10. Disruption to the transportation of completed examination scripts – Exams Officer to discuss alternative delivery of papers

11. Assessment evidence is not available to be marked – should there be large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked the exams team will make Immediate communication with relevant awarding body and students, parents and carers to be informed by letter.

12. Centre unable to distribute results as normal - Exam officer to contact awarding bodies and discuss alternative means of distribution

Further guidance to inform and implement contingency planning

Ofqual

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint- contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern- ireland

JCQ

General regulations

http://www.jcq.org.uk/exams-office/general-regulations

Guidance on alternative site arrangements

http://www.jcq.org.uk/exams-office/forms

Instructions for conducting examinations

http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

A guide to the special consideration process

http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

GOV.UK

Emergencies and severe weather: schools and early years settings

https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings

Teaching time lost due to severe weather conditions

https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost- due-to-severe-weather-conditions

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts- guide

CHECKLIST FOR PRINCIPALS WHEN CONSIDERING OPENING OR CLOSURE OF SCHOOL

https://www.education-ni.gov.uk/sites/default/files/publications/education/Principals%20Checklist%20-%20Updated%20-%2007.01.2019.pdf

KEY STAFF

EXAM OFFICER – Linsey Gibson

ASSISTANT – Catherine Donnelly

PRINCIPAL – Amanda Irvine

VICE PRINCIPAL – Colin Patterson and Emma Beckett

POTENTIAL RISKS

Damp in exam room

Cyber attacks

Data breach

Weather conditions

COVID-19 or other health implications

ENTRIES

In the event of an emergency or any other event, LGN and CDY can each do exam entries. SCN (Sharon Compton) or PML (Phil Middleton) have also been assistant exams officers in the past so could also help.

Entries are to be done for the following dates:

30 September

21 October

30 January

21 February

March

MANAGEMENT

LGN/CDY/AIE/MKD/IAS/CPN/JES/JMY can all start and finish exams. In the event of anyone being absent, another member of staff is expected to step up to help.

RESULTS

LGN/CDY are trained in downloading results. Either can complete this task and if necessary can train other members of staff in how to do so. A2C package must be used to do this which is available in the following rooms as of January 2022 – SB10, SB19, F2, S3.

The joint contingency plan for the examinations system in England, Wales and Northern Ireland, which can be downloaded from Ofqual's website: https://www.gov.uk/government/publications/exam-system-contingency-plan-england-walesandnorthern-ireland

Revised September 2025