

**9 | U a g 7 c b h] b [Y b W m
D c `] W m**

			7\Ub[Y Y]" HI fYe iYghz W\Ub[Y]b `Y[[g`Uh]cb	
May 2018	1	Creation of Policy	JCQ Guidelines	Sarah Pearce & Amanda Sheppard
May 2019	2	Addition of TKASA	Annual Review	Sarah Gibbon
May 2021	4	No change	Annual review	Sarah Gibbon
October 2022	5	Addition of Cyber Security section Addition of specific TKASA contingencies Addition of Appendix 3	Annual review	Sarah Gibbon

This policy applies to The Priory Learning Trust and all its secondary academies

Date policy adopted	October 2022
Review cycle	Annual
Review date	September 2024



7 cblYbhg

%"

%" D i f d c g Y c Z h \ Y d ` U b

This plan examines potential risks and issues tâ lâ lâ l

internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

<YUXg cZ 8YdUfh a Ybh YIhYbXYX UVgYbWY Uh _Ym dc]bhg]b h\Y YIU a WmW`Y

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

Centre actions:

Head of Centre to ensure departmental continuity by requesting an alternative member of the faculty takes responsibility for the actions above.

=b j][[]`Uhcfg ! `UW_ cZ Uddfcdf]UhY`m hfU]bYX]b j][[]`Uhcfg cf]b j][[]`Uhcf UVgYbWY

Criteria for implementation of the plan exam ý/exä cē t

- Failure to recruit and train sufficient invigilators to conduct exams
- o D • Invigilator shortage on peak exam days
- Invigilator absence on the day of an Ug

Insufficient rooms available on peak exam days
Main exam venues unavailable due to an unexpected incident at exam time

Centre actions:

Pre-planning at all stages is essential.
Head of Centre and Examinations Officer to continually review all stages of the process.
Sports Hall to be first option as alternative venue for emergency accommodation.
Emergency Evacuation plan should be in place (Appendix 2)

:U]` i fY cZ :H gmghY a g

Criteria for implementation of the plan

MIS system failure at final entry deadline
MIS system failure during exams preparation
MIS system failure at results release time
Cyber-security attack affecting any part of the exam cycle

Centre actions:

Head of Centre and Examinations Officer to contact in-house IT department.
Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.
Refer to IT Critical Incident plan

8]gf i dh]cb cZ hYUW\]b[h] a Y Ë WYbhfY W`cgYX Zcf Ub YIhYbXYX dYf]cX

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

Centre actions:

The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
Alternative venues to be prioritised for students with imminent exams.
Examinations Officer to advise the Examination Boards as appropriate.
In extreme circumstances advise candidates they may need to sit exams in the next available series.

7UbX]XUhYg i bUV`Y hc hU_Y YIU a]bUh]cbg VYUW i gY cZ U Wf]g]g Ë WYbhfY fY a U]bg cdYb



Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

The centre to communicate with relevant awarding organisations at the outset to
rearrange examinations at a safe time/ place

with

5ggYgg a Ybh Y j]XYbWY]g bch U jU]`UV`Y hc VY a Uf_YX

Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.

The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.

It may be necessary for the candidates to retake the assessment at the next available opportunity.

7YbhfY i bUV`Y hc X]ghf]V i hY fYg i`hg Ug bcf a U`

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

Centre actions:

Centres to contact awarding organisations about alternative options.

Arrange to access results at an alternative site.

Inform staff, students and parents as soon as possible of the change in distribution of results.

'" : i fh\Yf [i]XUbWY hc]bZcf a UbX]a d`Y a Ybh Wcbh]b [YbWm d`Ubb]b [

Identified in on seating
plans, list of AAs in each
room

5ddYbX]I &

Dc`]Wm Zcf GYjYfY 8]gf i dh]cb#9 jUWi Uh]cb Xi f]b[9 IhYfbU` 9 IU a]bUh]cbg

Possible Causes

Unreasonable noise disruption

Fire/Bomb/Flood Alert during an Examination

I bfYUgcbUV`Y bc]gY X]gf i dh]cb

In the event

the
occ

candidate sbs aim tæ

fs

1.1

qt

H?5G5 Ę K\c`Y mYUf [fcid YIUag hc h\Y]f igiU` a ighYf dc]bh Uh h\Y fYUf cZ : V`cW_ž
fY[]ghYfYX Vm hi hcf hYUa UbX acb]hcfYX Vm]bj][]Uh]b[ghUZZ" DUfh mYUf [fcid YIUag hc
h\Y Zfcbh cZ 5 V`cW_ Vm %*%\$ dUf_]b[gdUWYgž _Ym dUghcfU` ghUZZ hc Ugg]gh]b fY[]ghfUh]cb"

-bj][]Uhcfg g\ci`X fZYf hc h\Y d`Ub]b h\Y]bj][]Uhcfg VcI Ug hc WcffYWh fc ihY hc h\Y
g]hY"

At all times invigilators must act in accordance with section 16 of the 'Instructions for
conducting examination' booklet. They should also summon assistance immediately an
emergency arises. Silence should be maintained during the time the candidates are outside
the examination room.

Section 16 of 'Instructions for conducting examination' booklet states:

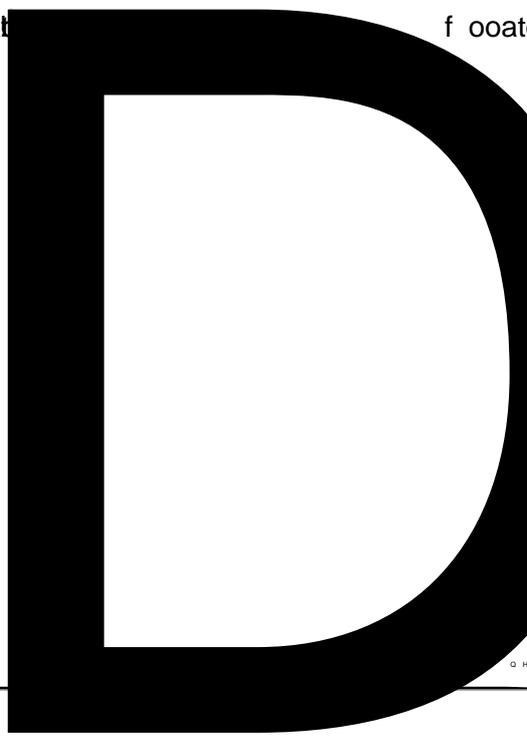
The invigilator must take the following action in an emergency such as a fire alarm or a
bomb alert.

Stop the candidates from writing.

Collect the attendance register and evacuate the examination room in line with the
instructions given by the appropriate authority. S' examinat

the
sp

f oaat



to
9

5ddYbX]I '
 9IUa Fcca =bW]XYbh @c[

:

--	--



--	--

