



YSGOL BRYN CASTELL

Examination System Contingency Plan

Purpose of the Policy

In case of localised disruption to Ysgol Bryn Castell, 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 Ysgol Bryn Castell 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 school on 01656 815595 and to contact the Examinations Officer by email at sarah.peel@bridgend.gov.uk.

This document should be read in conjunction with relevant sections of the school's website dealing with weather updates and inclement weather procedures.

The term 'Centre' in this policy refers to Ysgol Bryn Castell, Bryncethin Campus, Abergarw Road, Brynmenyn, Bridgend CF32 9NZ.

1. Disruption of teaching time – Centre 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.

- In the case of modular cases, Centre may advise candidates to sit examinations in alternative season.
- Centre should have plans in place to facilitate methods of learning.

2. Disruption in the distribution of examination papers

If disruption of examination papers to the Centre in advance of the examination occurs:

- Awarding institutions to provide the Centre with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hard copies.

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 season
- Centre to apply to Awarding Organisations 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 do 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 on which examinations are due to be taken as soon as possible. The responsibility for deciding whether it is safe for a Centre to open lies with the Headteacher. The Headteacher is responsible for taking advice, or

following instructions from relevant local or national agencies in deciding whether they are able to open.

- If possible Centre will open for examinations and candidates only.
- Centre to use alternative venues in agreement with relevant Awarding Organisations (e.g. share facilities with other centres, or use public buildings if possible). Coleg Cymunedol Y Dderwen has been identified should the need arise for an alternative venue
- The Centre may offer candidates an opportunity to sit any examinations missed at the next available season.
- The Centre to apply to Awarding Organisations for special consideration for candidates where they have met the minimum requirements.

5. Disruption to the transportation of completed examination papers.

Delay in normal arrangements for the return of completed examination scripts.

- In the first instance The Centre will seek advice from the Awarding Bodies.
- 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 Bodies to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding Organisations.
- Candidates to retake affected assessment at subsequent assessment window.

7. Examinations Officer is unable to fulfil his/her role.

Examinations Officer is unable to come to work due to illness, injury or other crisis.

- The Assistant Headteacher is able to fulfil the duties of the Examinations Officer with the assistance of other members of the Senior Leadership Team and Examinations Administration Officer.

Head of Centre

Mrs. H. Ridout Headteacher

Signed:

Date:

Date to be reviewed

Annually

HRM

September, 2019