

Emergency Exam Contingency Plan

The Hazeley Academy and Shenley Brook End School



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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 The Hazeley Academy and Shenley Brook End.

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 2023).

This plan details how The Hazeley Academy/Shenley Brook End complies with the JCQ's General Regulations for Approved Centres (section 5.3, Centre management) by having in place a written examination contingency plan which covers all aspects of examination administration. 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.

National Centre Number Register and other information requirements

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)

Following the separate exam contingency plans made by The Hazeley Academy and Shenley Brook End, this policy details the process that will be followed in the cases below:

- Exam Hall(s) out of use
- Whole school closure

Exam Hall(s) out of use:

This would be in the instance of the exam hall(s) being out of use, but classrooms and the rest of the School being accessible and therefore would remain at our retrospective centres.

Depending on the size of the exam, the following process will be followed:

Small Cohort:

- Use larger venues within the centre

The Hazeley Academy – Q2, Library, sixth form hub, pavilion, classrooms

Shenley Brook End – Gym, Theatre, Library, Conference Room, sixth form study area, classrooms

- Send some year groups home/put on home learning to free up as much space and staff as possible

The Hazeley Academy – SLT, Data, Site, R2L, Head of Years

Shenley Brook End – SLT, Data, Site, Progress Leaders, Head of Years

- All staff email from Head of Centre to advise where staff support will be required
- Exams Officer to advise site team on new set up arrangements

Large Cohort:

- Use larger venues within the centre

The Hazeley Academy – Q2, Library, sixth form hub, pavilion

Shenley Brook End – Gym, Theatre, Library, Conference Room, sixth form study area

- Years 7-10 and Year 12 on Home Learning to free up as much space and staff as possible

The Hazeley Academy – SLT, Data, Site, R2L, Head of Years, TAs, Behaviour Coaches

Shenley Brook End – SLT, Data, Site, Progress Leaders, Head of Years, TAs, Behaviour Coaches

- All staff email from Head of Centre to advise where staff support will be required
- Exams Officer to advise site team on new set up arrangements
- Comms home to parents/carers and students to advise on new arrangements

Whole School Closure:

This would be in the instance of the whole school being out of use and requiring us to go to the alternative site.

Small Cohort:

- Hazeley/Shenley to merge into the same exam venue e.g. Gym, Sportshall, Sportshall 2
- Exam Papers transported by the Exams Officer of the centre and a member of SLT
- Comms Home to parents/carers/students depending on time of day advising the change of venue
- If students already at initial school, mini buses from both sites to be used to transport students to the alternative venue
- Exams Officer/Assistant/Data to ring invigilators to advise on changes
- Exams staff/relevant year group staff from initial school to support running of exam alongside the exams staff at the alternative venue
- Consider Access Arrangement students as priority in regard to additional time and needs

Large Cohort:

- Hazeley/Shenley to merge
- Equipment e.g. exam desks, chairs, exam stationary, posters etc. to be transported to alternative venue ASAP
- Year 7-10 and Year 12 of alternative venue to go to home learning to free up as much space and staff as possible

The Hazeley Academy – SLT, Data, Site, R2L, Head of Years, TAs, Behaviour Coaches

Shenley Brook End – SLT, Data, Site, Progress Leaders, Head of Years, TAs, Behaviour Coaches

- Large venues in alternative school to be used first before classrooms if possible (taking into account the set up/staff available)

The Hazeley Academy – Q2, Library, sixth form hub, pavilion

Shenley Brook End – Gym, Theatre, Conference Room, Library, sixth form study area

- Exam Papers transported by the Exams Officer of the centre and a member of SLT
- Comms Home to parents/carers/students advising the change of venue
- If students already at initial school, mini buses from both sites to be used to transport students to the alternative venue – encourage students to make their own way there
- Exams Officer/Assistant/Data to ring invigilators to advise on changes
- Consider Access Arrangement students as priority in regard to additional time and needs
- All staff email from both Head of Centres to advise on the current situation and the process/staff required to support
- On student arrival to alternative site, mobile phones/unauthorised items etc. to be handed in immediately to member of staff – staff to supervise in line with JCQ regulations