



EXAMS CONTINGENCY PLAN POLICY

Fairley House School

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Approved by:	Headmaster

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1. Exams Contingency Plan Policy

The purpose of this exam contingency plan is:

- To safeguard candidates whilst maintaining the integrity of the examination system;
- To ensure a consistent and effective response in the event of a major disruption to the examination system.

1.1 SENCos extended absence at key points in the exam cycle

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
- 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

Centre actions:

- *SENCOs at junior school to take responsibilities for the senior school*
- *Where this is not possible, SLT to nominate a 'deputy' to cover the role / task.*
- *SLT to appoint qualified assessor to test candidates in place of the SENCOs.*
- *Approval from exam boards and exam arrangements could be passed to the junior school SENCOs or Deputy cover – with sufficient warning and planning time.*
- *The Exams Officer to arrange student support during all exams.*

1.1 Head of KS4 and Subject Co-Ordinators extended absence at key points in the exam cycle

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:

- *Deputy Head to ensure departmental continuity by requesting an alternative member of the SLT takes responsibility for the actions above.*

1.2 Invigilators – lack of appropriate trained invigilators or invigilator absence

Tasks not undertaken including:

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

Centre actions:

- *Ensure all staff have completed necessary invigilation training.*
- *First check availability of other staff who said they were available for that slot.*
- *Check 'freed staff' to see if there is anyone else available who has not been used from that teaching period.*
- *Check with cover to see if they have any free staff.*
- *See if it is possible to amalgamate any of the access arrangement rooms to release an invigilator.*
- *As a last resort, call upon SLT to invigilate.*

1.3 Exams Officer extended absence

- The Exams Officer is responsible for the running of the examination series; if absent, the Deputy Exams Officer Head holds responsibility. If both absent, Head of Centre takes responsibility.
- In the unlikely event that the Head of Centre and the Exams Officer are absent due to illness or unforeseen circumstances the SENCos assisted by the Deputy Head and Head of KS4 will have the authority to run the examinations and will liaise with the Exams Officer via telephone to confirm arrangements.

1.4 Disruption of teaching time – centre closed for an extended period of time

Tasks not undertaken including:

- 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.

Centre actions:

- 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. This may include provide online lessons and cancelling candidate's study leave to accommodate alternative teaching arrangements.
- In the case of modular courses, the centre may advise candidates to sit examinations in an alternative series.

1.5 Exam papers not arrived on time / Candidates issued with wrong exam papers

The Exam Officer will check all exam papers upon arrival and will alert the appropriate awarding bodies of any discrepancies.

Tasks not undertaken including:

- Candidates are unable to sit exam due to wrong paper being delivered.
- Examination papers not delivered to school on time. Centre actions:
 - Centre will check all exam papers upon arrival in school and will alert the appropriate Awarding Bodies of any discrepancies.

If this happens on the day of the exam, contact the Exam Boards immediately. Awarding organisations to provide centres with electronic access to examination papers via a secure external network.

- Awarding organisations to fax examination papers to centres if electronic transfer is not possible.
- The Examinations Officer would need to ensure that copies are received, made and stored under secure conditions- RJ and NS have access to login details for exam boards and can make them available to MT, MM, PP, JS, HS if/when necessary

1.6 Centre unable to open as normal during the exam period

FHS might be forced to close to staff and learners on an exam day due to adverse weather conditions or other emergency.

Tasks not undertaken including:

- Centre unable to open as normal for scheduled examinations

*In the event that the Head of Centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Centre actions:

- *Centre to open for examinations and examination candidates only, if possible.*
- *Centre to open for examinations at our primary school building in Lambeth Road, if possible*

- *Centre lease with the Local Authority to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)*
- *Centre may offer candidates an opportunity to sit any examinations missed at the next available series.*
- *Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.*

1.7 Candidates unable to take examinations because of a crisis – centre remains open

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

Centre actions:

- *Centre to liaise with awarding bodies to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding bodies.*
- *Centre to offer candidates an opportunity to sit any examinations missed at the next available series.*
- *Centre to apply to awarding bodies for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not apply.*

1.8 COVID-19 disruption to examinations

Centre actions:

- *School to follow all national/local guidelines (of the day)*
- *If candidate tests positive for COVID-19 follow PHE guidelines, including NHS track and trace to ascertain if candidate(s) have been in close contact with other students/staff in school.*
- *Contact parents/carers to inform of the procedures.*
- *Where appropriate, consider special consideration applications if students are self-isolating*

1.9 Disruption to transportation of completed examinations scripts

Key tasks not undertaken including:

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- *In the first instance centres to seek advice from awarding bodies and normal collection agency regarding collection. FHS should not to make their own arrangements for transportation without approval from awarding organisations.*
- *Centre must ensure secure storage of completed examination papers until collection. All exams scripts must be stored in the secure Exams cupboard. If this is not accessible, then in the safe in the Reception area.*

1.10 Exam rooms – lack of appropriate rooms or main venues unavailable at short notice

Tasks not undertaken including:

- 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 expected incident at exam time

Centre actions:

- *A Clear rooming plan for exams should be determined at the beginning of the Academic year.*
- *Room bookings must be made early enough in advance to ensure there are sufficient rooms for exam students.*
- *If there is an emergency on the day, the free room calendar must be checked first and moves made accordingly.*
- *If all students are in exams at any one time, then the rooms used by that Year group in that period, should be free and can be booked for exams.*
- *If no possibility of any free rooms, refer to SLT for advice.*

1.11 Failure of IT Systems/ Cyber Attack

Key tasks not undertaken including:

- Exam Module on PASS system failure at final entry deadline
- Exam Module on PASS system failure during exams preparation
- Exam Module on PASS system failure at results release time

Centre actions:

- *All Exam entries should be made well in advance of the deadline to avoid this issue in the first place. If the entries are left to the last minute and there is an IT failure, firstly ring the relevant exam boards to explain (They may give you an extension, but get that in writing).*
- *Try to access PASS through another computer i.e. from home, or another PASS user*
- *Check that the IT department are aware of the exam results days to ensure smooth running of downloads.*
- *As a last resource the Exams Officer may submit entry manually using individual awarding bodies websites.*

In the event of a cyber attack:

- *Where it is identified that a cyber attack may compromise any aspect of the delivery of examinations, the Exams Officer will work with IT and make contact with the relevant Awarding Body to seek further guidance. Senior Leaders will monitor the situation and take any action required as directed by the Awarding Bodies.*

1.12 Assessment evidence is not available to be marked

- If large scale damage to examination scripts/assessment evidence before it has been marked, the awarding organisation may generate marks for affected assessments based on appropriate evidence of candidate achievement.

Centre actions:

- *Notify awarding bodies immediately.*
- *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.*

1.13 Centre are unable to distribute results as normal

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

- *Centre to notify awarding bodies*
- *Centre to make arrangements to access its results at an alternative site (possible to access from home)*
- *Centre to share facilities*

1.14 Centre exam approval status is withdrawn

- JCQ or individual awarding bodies may withdraw the centre's exam accreditation status due to significant failures in:
 - Centre management of the programme and examinations
 - Learners recruitment and registration
 - Lack of authenticity of learner's work
 - Malpractice in the running of examinations

Centre actions:

- *Centre to notify awarding bodies*
- *Where possible, centre to invest in continual improvement and reliable quality assurance processes to re-instate its accreditation within the academic year.*
- *Where accreditation cannot be re-instated within the academic year:*
 - *Centre to contact affect candidates*
 - *Centre to make provisions for arranging an alternative centre in which candidates can continue their examinations/assessment and receipt of results*
 - *Centre to refund exam fees to candidates.*

2. Exams day Contingency Plan

Exam Item	Location / Holders Name	Responsibility
Code to the Exams Office (EO) door	<p>Held by RJ and NS</p> <p>Available from G Drive.</p> <p>File name: Login Details</p> <p>MM also has access to the drive and can permit MT</p>	MT / SENCOs – enter the EO to access relevant exam documents, stationery and key to the Secure Storage for exam papers.
Exam board login details for PDF exam papers (available 1h before the start of each exam) / electronic despatch labels / special consideration applications / results).	<p>Details held by RJ and NS.</p> <p>File name: Login Details</p> <p>Access can be given to MM, PP, MT, HS, and JS in case of emergency/ RJ and NS unavailable on exam day</p>	<p>MT / SENCOs – save PDF exam paper on to G Drive so that JG can transfer to each exam laptop for Read and Write Gold / print despatch labels to send off exam scripts / apply for special consideration online / obtain and print GCSE exam results for all candidates.</p> <p>The PDF exam paper is stored in the Z drive ready for JG to upload it onto the student’s exam laptop. Students also save their typed answers onto Z drive, which has restricted access to JG, PP and PA.</p>

Invigilators	Exam invigilation document is saved on our S drive. All staff have access	MT / AJB – organise invigilation and replacement for any absent invigilator and lesson cover for all invigilators as required.
List of AA requirements and laptop settings for each exam / subject.	Saved on our S drive: S:\EXAMS ADMINISTRATION\2022-23\SUMMER EXAMS\Invigilation TT All staff have access	SENCos - ensure that invigilators are aware of the AA requirements. JG / PP – ensure that laptops are set up according to the list of AA requirements and provide technical support throughout the examination period.
Keys to Exam Secure Storage for exam papers and additional answer booklets	Coded keypad lock in the EO – code required for access to keypad lock. SENCos & RF have the code for the keypad lock in EO. MT and RF hold spare keys.	MT / SENCos – Obtain exam papers / additional answer booklets and distribute amongst invigilators. Exam paper pack must be checked by two people. Only open an exam pack AFTER checking that the date, time, subject and tier are correct.
Keys to exam stationery cupboard	Stored in RJ's cupboard in Goldberg. JF/ RF hold spare key.	Head of HS4 – check list of stationery required and distribute these to the exam rooms.
A3 exam room folder (exams A3 posters / A3 start, end and extra time poster / A4 announcement and reader & scribe notes	Stored in RJ's cupboard in the EO. JF holds spare key.	Head of KS4 – distribute this material to each exam room.

(pink, orange and purple) / A4 extra time calculations (blue) / A4 silent and no entry posters (yellow and red) / JCQ general exam regulations and AA regulation booklets).		
Keys to the exams filing cabinet for printed exam room packs (attendance register / seating plans / exam logs / scribe & word processor cover sheets / orange labels / exam certificates).	Printed exam room packs are kept in blue exam boxes inside RJ's filing cabinet. Key is kept in RJ's desk drawer. SENCos & JF hold spare keys for PA's filing cabinet.	MT / SENCos / Head of KS4 – distribute exam room packs to exam rooms and ensure that these are properly prepared/set up for the exam, including A3 subject poster and A3 start, end and extra time poster).
Electronic exam room packs (exam invigilation timetable / attendance register / seating plans / exam logs / scribe & WP forms / orange labels).	Documents are saved on our S drive All staff have access.	SENCos - printing and distribution of spare copies to invigilators.
Roving invigilation	Corridor where exam rooms are located.	MT / SENCos / Head of KS4 – monitoring invigilators; ensuring that AA requirements of candidates are been met; providing assistance to invigilators/candidates and ensuring that they are acting in line with JCQ general exam and AA regulations.
Collection of scripts	Scripts to be collected from exam rooms.	MT / SENCos / Head of KS4 – Receive scripts from invigilators and supervise them at all times.

Scribe and word processor cover sheets	Receive back from invigilators	<p>SENCos – check invigilators have signed and dated their forms.</p> <p>Photocopy the signed cover sheets and keep a copy in the blue exam box.</p> <p>Original signed forms are kept inside the script of the candidate concerned.</p>
Collation of scripts	Checked off on official attendance registers provided by the exam boards.	<p>MT / SENCos - organise scripts in the same order as in the official attendance register.</p> <p>Pack scripts and attendance register inside official envelops. Use exam address labels provided.</p>
Official exam board's documentation: attendance register / envelops / exam address labels / Parcel Force despatch log.	<p>Official documentation are kept in black file organiser inside RJ's filing cabinet.</p> <p>Key is kept in RJ's desk drawer.</p> <p>SENCOS & JF hold spare keys for RJ's filing cabinet.</p>	<p>MT / SENCos – complete and sign the attendance registers (a copy stays at school).</p> <p>Complete info in official envelop (centre number, component code / number of scripts) and insert exam label address in it.</p> <p>Complete Parcel Force despatch log.</p> <p>Give official envelop with the scripts to Reception and Parcel Force despatch Log for collection (daily from</p>

		<p>1pm to 4pm).</p> <p>Keep completed official envelop with scripts in the Exam Secure Storage if it is not collected on the same day the exam took place.</p> <p>Place signed Parcel Force despatch log and official attendance register in blue exam box.</p>
Exam Boards' telephone numbers	<p>Phone list can also be found in PA's desk.</p> <p>AQA: 0800 197 7162</p> <p>OCR: 01223 553 998</p> <p>EDEXCEL: 0344 463 2535</p> <p>NCFE: 0191 239 8000</p>	<p>MT / SENCos – contact the exam board concerned about the PA's absence and seek their advice for any major issue that is not described in this document.</p>
RJ's personal contact details	<p>RJ's contact number for outside school hours / weekends / school holidays:</p> <p>Mobile: 07463317136</p> <p>Email: rj31086@gmail.com</p>	<p>MT / SENCos / AJB / Head of KS4 – to contact RJ immediately in the event of an emergency that might have an impact on the school examinations.</p>

3. Lockdown Policy for Examinations

This policy details the measures taken at FHS in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

- an incident or civil disturbance in the local community which poses a risk
- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity
- a dangerous animal roaming loose
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

With regard to conducting examinations, the focus before, during and after an exam will be:

- The welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- Maintaining the integrity and security of the examinations/assessments process
- How to achieve an effective lockdown
- How to let people know what's happening
- Training staff engaged/involved in the conducting of examinations
- STAY SAFE principles (Run, Hide, Tell)

3.1 Staff roles and responsibilities

Head of centre:

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates.
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities
- To arrange appropriate training for all exams-related staff in lockdown procedures.
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due it being locked down.

- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe.
- To provide written lockdown procedures for exam room/invigilator use.
- To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates.

Senior leadership team (SLT):

- To have accountability for all exams staff and candidates taking examinations during a lockdown.
- To run training/drills for examination candidates on lockdown procedures.
- To inform parents/carers about the centre's Lockdown policy in relation to the conducting of examinations.
- To have a presence around exam room areas prior to the start of each exam session
- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown.
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for.

Exams Officer:

- To train invigilators in the centre's lockdown procedure.
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown.
- To assist with Lockdown training for staff and students where applicable to the conducting of examinations.

Invigilators

- To be aware of the centre's lockdown procedure.
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown.
- Where safe/possible, to communicate with the Exams Officer during a lockdown to confirm the situation in a particular exam room.

3.2 Lockdown procedure

Before an examination:

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas.
- Candidates will be instructed to enter the exam room immediately.
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode.
- Where safe/possible, the SLT member will communicate (via mobile phone/Tannoy) the situation to the Exams Officer (ensuring that all mobile phones/Tannoy are on silent and non-vibrate mode).
- The Exams Officer will collate the information from all exam rooms and forward this to the head of centre immediately.
- Invigilators will:
 - Lock all windows and close all curtains/blinds
 - Switch off all lights
 - Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
 - Take an attendance register/head count if possible
 - If the threat is a chemical or toxic release, instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.

During an examination:

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
 - Tell candidates to stop writing immediately and turn their papers over and close their answer booklets.
 - Collect the attendance register.
 - Make a note of time when the examination was suspended.
 - Instruct candidates to remain silent, leave all examination materials on their desks and hide under desks.

- Where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the Exams Officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
- Lock all windows and close any curtains/blinds.
- Switch off all lights.
- Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room.
- If the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the Exams Officer will collate the information from all exam rooms and forward this to the head of centre immediately.
- The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services.
- If appropriate, where safe/possible, and following centre policy, the Exams Officer (or invigilators in the absence of the Exams Officer) will initiate the emergency evacuation procedure.
- The Exams Officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies.

After an examination:

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- Invigilators will:
 - Stop dismissing candidates from the exam room.
 - Instruct candidates who have left the room to re-enter the exam room.
 - Instruct candidates to remain silent and hide under examination desks/tables.
- Where safe/possible, communicate (via mobile phone/Tannoy) the situation to the Exams Officer (ensuring that all mobile phones/Tannoy are on silent and non-vibrate mode).
 - Lock all windows and close any curtains/blinds
 - Switch off all lights.
 - Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room.

- If the threat is a chemical or toxic release, instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the Exams Officer will collate the information from all exam rooms and forward this to the head of centre immediately.

Ending a lockdown:

- The lockdown will be ended by either:
 - The sound of a defined alarm or
 - The identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine.
- Invigilators will undertake a head count/register and confirm attendance with the Exams Officer/SLT.
- Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination
- Invigilators will then:
 - Ask candidates to return to their desks, remind them they are under formal exam conditions and allow a settling down period.
 - Allow candidates the full working time remaining to do their examination
 - Recalculate the revised finish time(s)
 - Tell the candidates to open their answer booklets and re-start their exam.
 - Amend the revised finish time(s) on display to candidates.
 - Note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log).
- The Exams Officer will:
 - Provide a report of the incident for awarding bodies (via the special consideration process or as advised by exam boards).
 - Safely/securely store all collected exam papers and materials pending awarding body advice/guidance.
- Where applicable/possible/available, SLT/Exams Officer will:

- Discuss any alternative exam sittings with the awarding bodies.
- Offer, arrange and provide support services to staff and candidates.
- At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes).
- Where possible, exams staff and candidates will be invited to attend an assembly lead by the head of centre to discuss the lockdown and offer ongoing support.
- If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website.

4. Emergency Evacuation Procedure

The chief invigilator should stop the examination if the fire alarm sounds and then carry out the one of the following procedures:

4.1 If candidates are in immediate / obvious danger

- Note the length of time elapsed since the examination(s) began and the actual time the examination was stopped (please use the examination clock.) This should be written on the examination log and left in the examination room. Take only the candidate and the exam paper with you. Everything else should be left in the examination room.
- Evacuate the examination room, in silence ensuring (as far as possible) that the candidates are supervised, (call the Exams Officer or Senior Leaders and to support the silent evacuation of candidates). Separate from the other learners in the school. It is important that the students do not talk to one another.
- Take the candidates to the CAGE area opposite to the school's building in Causton Street.

4.2 If candidates are in NOT immediate danger

- Note the length of time elapsed since the examination(s) began and the actual time the examination was stopped (please use examination clock.) this should be written on the examination log.
- Do NOT evacuate the examination room.
- Maintain silence in the examination room.
- Please wait for further instructions from Exams Officer or a member of Senior Leadership Team.

4.3 Re-starting the examination

- Tell the candidates to rule off the answer paper or answer book at the point reached when the examination was halted.
- Restart the examination(s) allowing for the whole of the remaining time for the examination(s).
- Rewrite a new finishing time on the board.
- Make a note of the new finishing time on the examination log and with papers.
- Reassure the candidates that the exam board(s) will be informed by the Exams Officer of the details of the disturbance.

**EXAM INCIDENT LOG
SUMMER 2021**



Date:	Fri 14 May
Session:	PM
Location:	JC room

Time:	Notes / Other Issues:
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Exam	Length	Start	End	ET End
BIOLOGY J260/01	1h 45			

Late Arrivals			Invigilators		
Name / CN / Seat No	Start	End	Name	Start	End

After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to exam boards. The exam incident log will be affixed to the seating plan, copy of the attendance register(s), and exam room checklist for this exam room session.

5. Further guidance to inform and implement contingency planning

1.1 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/examination-system-contingency-plan-england-wales-and-northern-ireland/jointcontingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northernireland>

1.2 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>

1.3 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-lostdue-to-severe-weather-conditions>
- *Procedures for handling bomb threats*
- *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-scriptsguide>