Exam Regulations: Appendix 1

**Updated: April 2022**

**Review due: Ongoing to be formally reviewed April 2023**

**Disruption to Exams**

Contingency planning for exams administration is the responsibility of the Head of Exams, Headteacher and Exams Officer along with other staff with a vested interest.

We have seen from the Corona Virus in Spring/Summer 2020 we need to be flexible and deal with guidance and directives from DfE, OFQUAL and JCQ as they emerge hence it is vital this plan is continually reviewed.

**Academy unable to open as normal during examination period**

It is the responsibility of the Headteacher for deciding whether it is safe for the Academy to open. The Headteacher is responsible for taking advice or following instructions from relevant local or national agencies in deciding whether the Academy is safe to open. If possible, the Academy will open for examinations and examination candidates only. If the Academy cannot open other venues will be used for exams and Hall Mead staff will supervise these exams to keep routines a familiar as possible for candidates.

We have found it difficult to source alternative venues, as experienced for PPE 2 in January/February 2020 so we are continually considering alternative venues to house exams, if necessary. Alternative places in school offer the best solution, such as classrooms in one area of the school (as was done for PPE 2 2020) or temporary accommodation in areas such as the field. We do have a list of external venues which would be approached to house exams, if this was the only alternative. (Annex 1).

Having thoroughly researched these options this year we know most of these venues are not large enough to house all students for large exams so we would need to use two different ones for these large exams, with a person acting as lead exams admin in each venue used and the Exams Officer on cal and available to get to each venue at short notice, if necessary.

Staff available to assist in these circumstances are listed in Annex 2.

If the Academy is unable to open as normal for examinations the Exams Officer will inform each awarding organisation with which examinations are due to be taken elsewhere as soon as is possible and ensure the required permission is granted and evidence of such is attained.

It is the Headteacher responsibility to ensure that parents/carers are kept informed of any decisions. The Head of Exams will provide information to candidates on a need to know basis to avoid unnecessary worry prior to exams.

The Head of Exams will advise the Exams Officer immediately of the full postal address of any alternative accommodation which affects the cohort. This will enable the Exams Officer to submit the information to all the relevant awarding Bodies. The Academy will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

**Disruption to the receipt of examination papers**

If there is disruption to the receipt of examination papers to the Academy in advance of examinations the Academy will contact the awarding organisations who should be able to provide electronic access to examination papers via a secure external network. The awarding organisations may fax examination papers to the centre if electronic transfer is not possible. The Exams Officer will ensure that sufficient copies are received or produced then stored under secure conditions until the exam. Alternatively, the awarding organisations can source alternative couriers for delivery of hardcopies of examination papers to the Academy.

If extra copies are need to be produced in the centre only the Head of Centre, Head of Exams and Exams Officer will be involved in this process and have access to the scripts.

**Candidates unable to take examinations because of a crisis but the Academy remains open**

If candidates are unable to attend an examination as normal the Academy will liaise with the candidate(s) affected to decide whether the examination can be sat at an alternative venue, in agreement with the relevant awarding organisations.

The Academy can apply to awarding organisations for *special consideration* for candidates if they have satisfied the minimum requirements for entry to the exam concerned. Candidates are only eligible for special considerations if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control, which affect them on the day of the exam.

If a candidate chooses not to sit an examination for other reasons they will be informed that special consideration rules do not apply.

JCQ guidance on special consideration can be accessed through the JCQ website:

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

**Disruption to the transportation of completed examination papers**

If there is a delay in normal collection arrangements for completed examination scripts the Academy will seek advice from awarding organisations and the normal collection agency (Parcel Force) regarding script collection. The Academy will not make arrangements for transportation without approval from awarding organisations and the Academy will ensure secure storage of completed examination papers until collection.

**Assessment evidence is not available to be marked**

If large scale damage or destruction of completed examination scripts/assessment evidence occurs before it can be marked the awarding organisations should generate candidate marks for affected assessments. The award should be based on other appropriate evidence as defined by the awarding organisations.

**Academy unable to distribute results as normal**

If the Academy is unable to access or manage the distribution of results to candidates or to facilitate post results services they will make arrangements for pupils to collect results at an alternative site, see Annex1.

**Miscellaneous Critical Incidents:**

* **Absence of the Exams officer**

The Head of Exams will ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging students, if the need arises.

* **Bad Weather**

Where a pupil misses an exam because of bad weather the Academy will discuss contingency plans with the relevant awarding organisations. The action to be taken will aim to safeguard the interests of candidates whilst also maintaining the integrity of the exams. The Headteacher has recruited a group of volunteers *(from within Academy staff)* who have guaranteed that they will be able to attend Academy on bad weather days in order to operate timetabled examinations as per the timetable (Annex 2). Staff will be contacted by text when necessary. The Headteacher is responsible for informing parents and pupils of the actions, which may include the use of alternative venues.

* **National Incident**

The Academy will take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping parents/carers informed of any decisions. The Head of Exams will provide information candidates on a need to know basis to avoid unnecessary worry prior to exams. Candidates should check with the Academy, its website [www.hallmeadschool.com](http://www.hallmeadschool.com) and Twitter feed **@hallmead** for up to date statements.

* **Fire Alarm during exam**

In the event of a fire alarm during an external exam the exam will continue until the Headteacher or Head of Exams, confirms that candidates should be evacuated; this clarification will be given within 30 seconds of the bell being heard, beyond this time evacuation is automatic and immediate. If candidates have to evacuate the exam hall they will do so in silence and make their way in single file to the tennis courts keeping 1 meter between them. They should be led by the Senior Invigilator and for a single line against the gym wall and wire fence, to maintain distance from other candidates. If the exam can be completed this will be done on completion of the fire drill and the Exams Officer will complete special consideration application for the whole cohort. If the exam cannot be completed the Exams Officer will contact the relevant board immediately and seek advice on the action to be taken.

* **Senior Leadership oversight of Examinations officer to maintain security and integrity of exams**

Hall Mead has a named senior leader, who acts as Head of Exams, to support and offer guidance to the Exams Officer on maintenance of JCQ exam protocols. This senior leader will have undertaken training on exams regulations through online assessment to ensure full knowledge of all procedures. Should any judgement call need to be made the named senior leader will make the final decision and if doubt remains they will do this is consultation with the Head of School. See Annex 2

* **Absence of Head of Exams**

Should the Head of Exams be absent on the day of an exam or if a decision or action needs urgent attention a named substitute will take their place and in consultation with the Head of School carry out any duties necessary to ensure security and integrity of the exam process. See Annex 2

**Annexes**

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| **Annex 1: Alternative Exam Sites** | **Postcode** |  | **Annex 2: Guaranteed Volunteers** |
| **Cranham Community Centre** | RM14 1SR |  | Ann Abbott |
| Engayne Primary | RM14 1SW |  | Paul Cotier |
| Havering Sixth from | RM11 3TB |  | Denise Cox |
| Havering College | RM11 2LL |  | Paula Garner |
| New Windmill Hall | RM14 2QH |  | Karen Read |
| St Luke’s Church | RM14 1LD |  | Ralph Wells |
| Upminster Juniors | RM14 3BS |  |  |
| Upminster Library | RM14 2BB |  |  |

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| **Annex 2: Exam Roles** | **Name** |
| **Head of Centre** | Simon London |
| **Head of Exams** | Paul Cotier |
| **Exams Officer** | Sara Lee |
| **Exams Assistant** | Denise Cox |
| **Head of Exams – substitute 1** | Gordon Bamber (DHT) |
| **Head of Exams – substitute 2** | Maria Ducker (DHT) |
| **Head of Exams – substitute 3** | Nicola Afteni (AHT) |
| **Head of Exams – substitute 4** | Victoria Hallett (AHT) |