ST·DOMINIC'S
VERITAS
FOUNDED 1870
GRAMMAR SCHOOL FOR GIRLS

Examination Contingency Plan

Key staff involved in the Examination Contingency Plan:	
Role	**Name(s)**
Head of Centre	Mrs O O'Neill
Designated Senior Leader	Mr B McArdle
Examinations Officer	Miss B Magenis
Assistant Exams Officer	Mrs C Cauley
SENCo	Ms M Kennedy
ICT Technician	Mr J Mulhern
This plan is reviewed annually to ensure compliance with current regulations.	

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THE PURPOSE OF THE PLAN

This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process at St. Dominic's Grammar School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our examination process.

Alongside internal processes, this plan is informed by scenarios contained in the Joint Contingency Plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland. This plan complies with JCQ general regulations (section 5) in that:

> 'The centre must have available for inspection, '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 staff absence. 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'.
> *(JCQ General Regulations for Approved Centres 5.3 x)*

AIMS OF THE PLAN

The plan will be implemented in the event of major disruption, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the PSNI, Environment Agency or Health Protection Agency and will be coordinated, as appropriate, with the Department for Education and qualification regulators and examining bodies.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.
The contingencies applied will be selected based on the context of the disruption.

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables.
- delivering results to published timetables.
- complying with regulatory requirements in relation to assessment, marking and standards.

CAUSES OF POTENTIAL DISRUPTION TO THE EXAMINATION PROCESS

1. HEAD OF CENTRE EXTENDED ABSENCE AT KEY POINTS IN THE EXAMINATION PROCESS (CYCLE)

Criteria for Implementation of the Plan

Key tasks required in the management and administration of the examination cycle not undertaken including:

- National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) not responded to.
- Candidates not briefed on examination timetables and awarding body information for candidates.
- Grievances and appeals not dealt with.
- Key documentation (i.e. access arrangements cover sheets) not signed immediately after examinations.
- Alleged, suspected or actual incidents of malpractice not reported to the relevant awarding bodies.

Centre Actions:

- Designated Senior Leader, to inform awarding bodies and seek advice.
- Designated Senior Leader to respond to the National Centre Number Register Annual Update.
- Designated Senior Leader to brief candidates on examination timetables and awarding body information.
- Designated Senior Leader to coordinate the grievances and appeals process in conjunction with Senior Leadership Team.
- Designated Senior Leader to sign key documentation on behalf of the Head of Centre.
- Designated Senior Leader to report any alleged, suspected or actual incidents of malpractice to the relevant awarding bodies.

2. EXAMINATION OFFICER EXTENDED ABSENCE AT KEY POINTS IN THE EXAMINATION PROCESS (CYCLE)

Criteria for Implementation of the Plan

Mr McArdle SLT will take charge

Key tasks required in the management and administration of the examination cycle not undertaken including:

Planning

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered.
- Annual examinations plan not produced identifying essential key tasks, key dates and deadlines.
- Sufficient invigilators not recruited and trained.

Entries

- Awarding bodies not informed of early/estimated entries which prompts release of early information required by teaching staff.
- Candidates not entered with awarding bodies for external examinations/assessments.
- Awarding body entry deadlines missed/late or other penalty fees incurred.

Pre-Examinations

- Examination timetabling, rooming allocation; and invigilation schedules not prepared.
- Examination/assessment materials and candidates' work not stored under required secure conditions.

Examination Time

- Examinations/assessments not taken under the conditions prescribed by awarding bodies.
- Required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice.
- Candidates' scripts not dispatched as required for marking to awarding bodies.

Results and Post-Results

- Access to examination results affecting the distribution of results to candidates.
- The facilitation of the post-results services.

<u>Centre Actions</u>:

- In the case of absence, the Examinations Officer will inform the Head of Centre in good time so that the smooth running of examinations can be ensured.
- The Examinations Officer keeps relevant SIMS manuals that might be required at any time throughout the year. These can be accessed by the Assistant Examinations Officer.
- The Examinations Officer and Head of Centre have access to the keys to the secure examination storage cupboard. Examination packets may need to be opened and re-packed if an examination is taking place in more than one room. This must be

witnessed by a second person to check that the correct envelope is being opened – examinations will be opened in line with JCQ guidelines.

- Data collection and examination plan to be organised by the Assistant Examinations Officer.
- Invigilating training to be organised by the Examinations Officer.
- Information to awarding bodies regarding estimated entries, entry information collection from departments and entries to awarding bodies will be organised by the Examinations Officer with the help of administration staff.
- The preparation of examination timetables, rooming and invigilation will be organised by the Examinations Officer with the help of administration staff.
- Running of examinations will be organised by the Examinations Officer including the submission of reports/requests to awarding bodies.
- Practical tasks such as setting up hall, dispatching scripts etc. will be organised by the Examinations Officer with the help of the chief invigilator.
- Results and post-results services will be organised by the Examinations Officer in conjunction with Senior Leaders and Subject Leaders.
- Results will be accessed using the manuals in the examinations office.

Post Examinations

- Applications relating to special consideration not processed.

Centre Actions:

- The SENCo will apply for approval of access arrangements with the awarding body and will inform awarding bodies about modified paper requirements.
- The SENCo, in conjunction with the Examinations Officer, will arrange for support staff to be trained and allocated to candidates and the SENCo will arrange for staff to be in the examination room.
- The VP will process applications relating to special consideration.
- Where applicable, the subject leader is aware of the deadline and the data that has to be submitted. The Examinations Officer will prompt and remind subject leaders to submit coursework marks. The Examinations Officer will check that coursework samples are sent by subject leaders by the required dates.

3. SENCO EXTENDED ABSENCE AT KEY POINTS IN THE EXAMINATION CYCLE

Criteria for Implementation of the Plan

Key tasks required in the management and administration of the access arrangements process within the examination cycle not undertaken including:

Planning

- Candidates not tested/assessed to identify potential access arrangement requirements.
- Centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010.

Centre Actions:

- The qualified assessor carries out the testing and collates the evidence.
- Specialist advice will be sought from outside agencies if the need arises.

Pre-Examinations

- 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.
- Evidence of need and evidence to support normal way of working not collated.
- Assessment materials and candidates' work not stored under required secure conditions.
- Internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators.
- Centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010.

Examinations Time

- Access arrangement candidate support not arranged for examination rooms.
- Roving invigilator not in place for days of examinations.
- Temporary applications for short-term injuries not applied for.

4. TEACHING STAFF EXTENDED ABSENCE AT KEY POINTS IN THE EXAMINATION CYCLE

Criteria for Implementation of the Plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the Examinations Officer on time; resulting in pre-release information not being received.
- Final entry information not provided to the Examinations Officer on time; resulting in candidates not being entered for examinations/assessments or being entered late/late or other penalty fees being charged by awarding bodies.
- Non-examination assessments tasks not set/not taken by candidates as scheduled.
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking.

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

Centre Actions:

- Head of Centre to be informed of long-term absences and the Examinations Officer will collect entry information from subject leaders.
- Subject leaders will ensure that non-examination and internal assessment tasks are set, taken and processed as per awarding body deadline.
- If absence affects a subject leader, the Head of Centre will ensure departmental continuity by requesting an alternative member of the department takes responsibility for the actions above.
- Awarding bodies will be informed of any potential issues as soon as possible.

5. INVIGILATORS – LACK OF APPROPRIATELY TRAINED INVIGILATORS OR INVIGILATOR ABSENCE

Criteria for Implementation of the Plan

- Failure to recruit and train sufficient invigilators to conduct examinations.
- Invigilator shortage on peak examination days.
- Invigilator absence on the day of an examination.

Centre Actions:

- More invigilators than needed will be recruited and trained.
- Support staff within school will be trained and released to conduct examinations in the event of an unforeseen shortage.
- Examinations Officer and Assistant Examinations Officer to review training annually in line with JCQ regulations and put in place additional training as required.

6. EXAMINATION ROOMS – LACK OF APPROPRIATE ROOMS OR MAIN VENUES UNAVAILABLE AT SHORT NOTICE

Criteria for Implementation of the Plan

- Examination Officer unable to identify sufficient/appropriate rooms during examinations timetable planning.
- Insufficient rooms available on peak examination days.
- Main examination venues unavailable due to an unexpected incident.

Centre Actions:

- Examination Officer to seek advice from Head of Centre.
- Timetable changes will be made to ensure that appropriate rooming is in place.
- Find alternative venues, e.g. sharing with other centres, other public buildings.

- Special consideration will be applied for and the students kept secure for the duration of the delay.

7. FAILURE OF IT SYSTEMS

Criteria for Implementation of the Plan

- MIS system failure at final entry deadline.
- MIS system failure during examinations preparation.
- MIS system failure at results release time.

Centre Actions:

- The ICT Technician will be informed as soon as possible, and every step will be taken to reinstate the MIS to working condition.
- The Examinations Officer will contact all awarding bodies in good time and steps will be taken to continue proceedings using manual systems.
- The Examinations Officer will make arrangements to access the results at an alternative site, in agreement with the relevant awarding body.

8. EMERGENCY EVACUATION OF THE EXAMINATION ROOM

Criteria for Implementation of the Plan

Whole centre evacuation during examination time due to a serious incident resulting in examination candidates being unable to return to examination rooms to start, proceed with or complete their examinations.

Centre Actions:

- Try to find an alternative venue nearby.
- Offer candidates the opportunity to re-sit examination at next available date.
- Apply to awarding bodies for special consideration.
- If the fire alarm sounds the Examinations Officer will immediately enter the main examination room and note the time of the alarm. The Head of Centre will liaise with the Examinations Officer regarding the necessity for stopping the examination and evacuating the building. If the need arises for an evacuation, the normal school Fire Evacuation Procedures for examinations will apply. In addition:

A) The Sports Hall / The Assembly Hall

1. Candidates will stop writing, place their papers face down on the desk.
2. The Examinations Officer/Chief Invigilator will remind the candidates of the need to remain in silence and not communicate with any other candidate.
3. Candidates will evacuate the hall one row at a time. They will take their desk labels with them for identification purposes.

4. One invigilator will go with the first group of students and the second (if available) will go with the second group of students. The first invigilator will take the internal attendance register with him/her.
5. The Examinations Officer/Chief Invigilator will be the last to leave the room, having secured the evacuation of all candidates and the room.
6. Candidates will proceed to the lower, larger tennis courts area and line up in examination room order, leaving adequate space between rows and columns to maintain the security of the exam.
7. The first invigilator will take the register (with the aid of the desk labels for identification) and remind candidates not to communicate with the rest of the school.
8. The Examinations Officer will report to the Head of Centre when all students are accounted for.

Returning to the Examination Room:

9. The Examinations Officer will contact the awarding body at the first opportunity for advice.
10. Candidates will return to the examination room in reverse order. The Examinations Officer will go with the first group of students and the second invigilator (if available) will go with the second group and the first invigilator with the last group of candidates.
11. In assessing whether or not to continue the examination, the Examinations Officer will liaise with the Head of Centre (or Designated Senior Leader) if Head of Centre is unavailable) as to whether or not the session will continue. The Head of Centre (or Designated Senior Leader if Head of Centre is unavailable) will take the following factors into consideration:
    - The length of time that has passed since the official start time.
    - The amount of time left to complete the examination(s).
    - Whether there is sufficient time to complete the examination before another session starts.
    - Whether continuing the examination will take candidates over the session limit of 3 hours, taking candidates with access arrangements including extra time into consideration.

If the Head of Centre (or Designated Senior Leader if Head of Centre is unavailable) are satisfied that the above conditions have not been breached, he/she will ask the Examinations Officer to continue the examination.

12. The Examinations Officer will ask all candidates to mark their work with an asterisk (star) so that the awarding body can identify where the candidates' concentration was disturbed.

13. The candidates will continue with the examination and be given the full allocated amount of time (taking account of the stoppage) for the completion of the examination.
14. Scripts will be submitted to the awarding body in the usual manner at the end of the examination.
15. The Assistant Examinations Officer will apply for special consideration for all affected candidates.
16. If the above conditions cannot be met the Examinations Officer will liaise with the Head of Centre regarding a decision to abandon the session. If the session is to be abandoned, this will be either:
    - Because of consideration of the criteria above.
    - Because re-entry to the premises cannot be secured.
    - Because the risk of communication between candidates, the validation of the examination cannot be guaranteed.
17. The Examinations Officer will prepare and submit a report to the awarding bodies.
18. The Assistant Examinations Officer will apply for special consideration of all affected candidates.
19. Partially completed papers will be sent to the awarding body by the usual means.

If an evacuation is unnecessary:
The Examinations Officer will apply procedures (11) – (15) above providing the conditions in (10) above can be guaranteed.

B) All other examination rooms in use at the same time as the Assembly/Sports Hall

20. The invigilator in charge of the room will follow procedures (1) – (7) above, immediately evacuating the room and accompanying the candidates to the, larger tennis courts.
21. The invigilator will wait for further instruction from the Examinations Officer who will communicate with the invigilator at the earliest opportunity.
22. The Examinations Officer will apply procedures (8), (9) and (10) – (17) above.

C) EXAMINATIONS TAKING PLACE IN OTHER EXAMINATION ROOMS WHEN THE HALL IS NOT IN USE (including on-line examinations in an ICT Room)

23. Procedures (1) – (14) above will apply, providing the conditions in (10) above can be guaranteed.

9. DISRUPTION OF TEACHING TIME – CENTRE CLOSED FOR AN EXTENDED PERIOD

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 Head of Centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- Senior leaders will facilitate learning by finding alternative methods or venues while prioritising students who will be facing examinations in the near future.
- The Examinations Officer will seek advice from the awarding bodies as appropriate.
- The Assistant Examinations Officer will apply for special consideration for affected candidates where necessary.
- Where appropriate, offer candidates the opportunity to re-sit the examination at the next available date.

10. CANDIDATES UNABLE TO TAKE EXAMINATIONS BECAUSE OF A CRISIS – CENTRE REMAINS OPEN

Criteria for Implementation of the Plan

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

Centre Actions:

- The Examinations Officer will communicate with the relevant awarding bodies at the outset to make them aware of the issue.
- The Head of Centre will take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open.
- The Examinations Officer will identify whether the examination or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
- Where accommodation is limited, priority will be given to students whose progression will be severely delayed if they do not take their examination or timetabled assessment when planned.
- The Examinations Officer will communicate with any external assessors or relevant third parties regarding any changes to the examination or assessment timetable.
- The Head of Centre will communicate with parents, carers and candidates regarding how the issue is to be resolved.
- The Examinations Officer will consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected. If so, the Assistant Examinations Officer will apply for special consideration.
- The Examinations Officer will advise students, where appropriate, of the opportunities to take their examination or assessment at a later date.
- The Examinations Officer will seek advice from the awarding bodies about the possibility of utilising the examination contingency day.

- The Examinations Officer will ensure that scripts are stored under secure conditions.
- The Examinations Officer will return scripts to awarding bodies in line with their instructions. The centre will not make alternative arrangements for the transportation of completed examination scripts, unless told to do so by the awarding body.

11. CENTRE UNABLE TO OPEN AS NORMAL DURING THE EXAMINATIONS PERIOD

Criteria for Implementation of the Plan

- Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to an unforeseen emergency).

Centre Actions:

- Centre to inform each awarding body with which examinations are due to be taken as soon as is possible.
- The Head of Centre is responsible for taking advice or following instructions from relevant local or national agencies in deciding whether their centres is able to open.
- If possible, open for examinations only.
- Try to find alternative venue in agreement with awarding bodies.
- St Mary's University have agreed to let us have the use of their building.
- Assistant Examinations Officer to apply to awarding bodies for special consideration.
- Offer candidates the opportunity to re-sit examination at next available date.
- ST MARY'S UNIVERSITY will let pupils sit their exams there and will also facilitate the pupils in the event of a cyber attack.

12. DISRUPTION IN THE DISTRIBUTION OF EXAMINATION PAPERS

Criteria for Implementation of the Plan

- Disruption to the distribution of examination papers to the centre in advance of examinations.

Centre Actions:

- The centre to communicate with awarding bodies to organise alternative delivery of papers.
- Arrange with awarding bodies for alternative means of receiving papers either electronically or alternative courier.
- Examinations Officer to ensure papers are kept securely until needed.

13. DISRUPTION TO THE TRANSPORTATION OF COMPLETED EXAMINATION SCRIPTS

Criteria for Implementation of the Plan

Delay in normal collection arrangements for completed examination scripts/assessment materials.

Centre Actions:

- The centre to communicate with relevant awarding bodies at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant awarding bodies.
- Scripts must be stored securely until such time transport is confirmed.

14. ASSESSMENT EVIDENCE IS NOT AVAILABLE TO BE MARKED

Criteria for Implementation of the Plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.
- Completed examination scripts/assessment evidence does not reach awarding bodies.

Centre Actions:

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding bodies and subsequently to students and their parents or carers.
- The awarding bodies may generate candidate marks for the affected assessments based on other evidence, as defined by the awarding bodies and the regulators.
- It may be necessary for the candidates to retake the assessment at the next available opportunity.

15. CENTRE UNABLE TO DISTRIBUTE RESULTS AS NORMAL OR FACILITATE POST RESULTS SERVICES

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:

- Centre to contact awarding bodies 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.

APPENDIX 1

EXAMINATIONS DAY CONTINGENCY PLAN

Examination Item	Location / Holders Name	Responsibility
Keys to Secure Storage for examination papers and examination stationery	Head of Centre holds all three sets of keys.	BMcA BM CC
Examinations Office – Centre Timetable	Timetable widely published	OON, BMcA BM
Seating plans	SIMs	BM CI
Examination cards / setting out of examination rooms / notices etc.	Examinations Store	Cards produced by examining bodies.
Invigilators	RMCK organise	BM
Access arrangements (incl. cover sheets)	Notification on attendance sheets.	MK
Script envelopes / Examiner address labels	Examinations Store	BM
Examination clashes	SIMs	BM
Collection of scripts	Invigilators	Invigilators
Collation of scripts	Invigilators Checked off on official attendance registers Official attendance sheets completed before posting	BM / CC/ Chief invigilator
Completion of proof of posting form / posting scripts		BM CC
Awarding Bodies telephone, no: WJEC CCEA Pearson	 02920 265 000 02890 261 200 02070 102 000	

APPENDIX 2

POLICY FOR SEVERE DISRUPTION/EVACUATION DURING EXTERNAL EXAMINATIONS

Possible Causes

- Unreasonable noise disruption
- Fire/Bomb/Flood alert during an examination

1. Unreasonable noise disruption

- In the event of a severe disruption in an externally set examination, invigilators are advised to stop the examination, instruct the candidates to close their answer books, make a note of the time and summon help (Head of Centre/Examinations Officer/Assistant Examinations Officer/Designated Senior Leader) to address the issue. Examination room conditions must be maintained.
- When the disruption has been resolved, the candidates can resume their examination and the time taken to resolve the issue added on at the end of the examination. The candidates must be supervised at all times and thus the break in the examination can be regarded as 'a supervised rest break'.
- An incident log must be completed with the times of the disruptions noted. The Examinations Officer will make the awarding bodies aware of the disruption if necessary.

2. Fire/Bomb/Flood Alert during an Examination

In the event of a fire alarm sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.

The invigilator should summon assistance, if there is time and it is appropriate, via the Examinations Officer who will confirm if immediate evacuation is necessary and the school office who will call the reserve invigilator and notify the Head of Centre/Designated Senior Leader. A decision will be made as to whether a full evacuation is necessary.

If the emergency is over quickly, the candidates should resume the examination. A careful note of the time of resumption must be noted and the full time allocated for the examination given to complete the examination, ignoring the interruption. The invigilator should ask all candidates to mark their work with an asterisk (star) so that the awarding body can identify where the candidates' concentration was disturbed.

An incident log must be completed with the times of the disruptions noted. Special consideration may be applied for so as not to disadvantage the candidates.

Procedure for Emergency Evacuation from an Examination

If it is necessary to evacuate the building, the lead invigilator should stop the examination taking a note of the time and evacuate the building by row and in silence. The candidates must leave all examination papers, scripts and writing equipment behind. The candidates

should remain supervised and in silence throughout the emergency. Several other members of staff will be needed to ensure compliance

In the event of an emergency requiring candidates to evacuate buildings during an examination, the, larger tennis courts should be used but the candidates must be kept at a distance and in silence from the main body of pupils.

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

The invigilator **must** take the following action in an emergency such as a fire alarm:

- Stop the candidates from writing.
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and the action taken and pass this onto to the Examinations Officer who will submit it to the relevant awarding body.

Further guidance will follow from CCEA or JCQ on Cyber attack

6. Failure of IT systems or Cyber Attack

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 Attack which results in failure of MIS or school network
Centre actions to mitigate the impact of the disruption
• Awarding bodies to be informed of the disruption and an extension to the deadline should be requested. • MIS contractor and ICT team on standby to repair damage quickly. • Special Consideration can be applied for in the event of a serious disruption. • Results can be obtained at an alternative site. • In the event of a Cyber attack exam and results information is not stored on site or within the school network. Access can be provided from home computers if the school network is affected. • MIS Provider will be contacted to request information required for results to ensure students can still receive them. • If MIS provider has failed due to a cyber attack, results information can also be accessed via the Awarding Bodies' secure sites. Results can be downloaded for students to receive.

FURTHER GUIDANCE TO INFORM AND IMPLEMENT CONTINGENCY PLANNING

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/exam-system-contingency-plan-england-wales-and-northern-ireland/joint- contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern- ireland

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

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-lost- due-to-severe-weather-conditions

Dispatch of examination 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-scripts- guide