

Maria Fidelis Convent School Examination Contingency Plan

THE POLICY PURPOSE

In case of localised disruption to Maria Fidelis Convent School, 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 Maria Fidelis Convent School 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 Maria Fidelis Upper School Office at the earliest opportunity by telephone number 020 7387 3856 and to contact the Examinations Officer by e-mail at office@mariafidelis.camden.sch.uk

This document should be read in conjunction with the relevant sections of Maria Fidelis Convent School website dealing with Breaking News Updates.

The term 'Centre' in this policy refers to Maria Fidelis Convent School location at 34 Phoenix Road, London, NW1 1TA.

1. Disruption of teaching time – Centre is 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 courses, Centre may advise candidates to sit examinations in an alternative series.
- Centre should have plans in place to facilitate alternative methods of learning.

2. Disruption in the distribution of examination papers

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

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

3. Candidates unable to take examinations because of a crisis - Centre remains open

If candidates are unable to attend 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 series.
- Centre to apply to Awarding organisations for special consideration 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 will 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 of which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for a Centre to open lies with the Head of Centre. The Head of Centre is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- Centre to open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant Awarding organisations (e.g. share facilities with other Centres (e.g. Maria Fidelis Lower School Site, Regent High or use other public buildings, 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 (see item 3 above).

5. Disruption to the transportation of completed examination papers

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

- In the first instance Centre to seek advice from Awarding organisations.
- 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 organisations 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. Centres are unable to distribute results as normal

Centres are unable to access or manage the distribution of results to candidates, or to facilitate post results services.

Centres to contact awarding organisations about alternative options:

- centre to make arrangements to access its results at an alternative site
- centres to make arrangements to coordinate access to post results services from an alternative site
- centres to share facilities with other centres if this is possible.

8. Exams Officer is unable to fulfil role

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

- The Assistant Headteacher line managing the Exam's Officer is able to fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership team and administration team.

Other Maria Fidelis Convent School documents linked to this policy:

- Maria Fidelis Convent School Examinations Policy and Procedures