

Curiosity | Care | Courage | Creativity

King Edward VI School

Examinations and Contingency Policy

September 2024

Our Vision:

To be a vibrant learning community nurturing courage, care, curiosity and creativity in every young person, so that they flourish in the world with hope and self-belief.

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Drawn up by:	Tom Grey (Deputy Headteacher) Caroline Blyth (Exams Officer)
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SECTION 1 - Centre Examinations Policy September 2024 – September 2025

Purpose

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually by the Examinations Officer.

1. Exam Responsibilities

Head of Centre (Headteacher) Deri O'Regan

Overall responsibility for the school as an exam centre:

- Be familiar with the entire contents, refers to and directs senior leadership and relevant centre staff to the annually updated JCQ publications including [General Regulations](#), [Access arrangements and Reasonable Adjustments](#)
- Provides fully qualified teachers for marking of non-examined assessments, ensuring that they do not use AI as the sole means of marking candidates work
- Must ensure that the SENCo understands the JCQ document 'Access arrangements and reasonable adjustments' and is given sufficient time to manage the access arrangement process within the school
- Responsible to the awarding bodies for making sure all examinations/assessments are conducted to [Instructions for Conducting Examinations](#), and the qualification specifications issued by the awarding bodies
- Advises on appeals and reviews of marking
- Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document [Suspected Malpractice in Examinations and Assessments](#).

Examinations Officer (Caroline Blyth)

Manages the administration of public exams and analysis of exam results:

- Advises the Senior Leadership Team (SLT), Subject Leaders (SL), Heads of Year (HoY) and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies'
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Consults with teaching staff to ensure that necessary non-examined assessment (NEA) marks and samples are despatched on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries to relevant awarding bodies

- Receives, checks and stores securely all exam papers and completed scripts
- Ensures that the SENCO is aware of the deadlines for submitting applications for **Access Arrangements** and **Modified Papers** online
- Ensures that once Access Arrangements have been agreed, that they are put into effect in accordance with JCQ regulations and without affecting the integrity of the qualification
- Make applications for special consideration using the JCQ Guide to Special Consideration Process
- Ensures all conflict of interest are duly logged and reported to Awarding Body where appropriate
- Identifies and manages exam timetable clashes
- Ensures appropriate seating and rooming arrangements are made for candidates (including candidates with Access Arrangements)
- Oversees all internal and external exams on the day
- Ensures candidates can be identified by attendance of senior leadership team at start of exams, and the use of exam desk labels showing student photographs placed on student desks
- Keeps signed records of the seating plan, invigilation arrangements and the centre's copies of the attendance registers for each examination
- Accounts for income and expenditures relating to all exam costs/charges
- Recruitment, training (including rigorous checking of knowledge) and monitoring of a team of external invigilators
- Ensure that the JCQ document [Instructions for Conducting Examinations](#) is available to invigilators in the **main examination room**
- Provides results data to SLT and Subject Leaders
- Submits candidates' coursework/ NEA marks, tracks despatch and stores returned coursework/ /NEA and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and forwards any appeals/review of marking requests
- Maintains systems and processes to support the timely entry of candidates for their exams
- Input of examinations data
- Despatch of examination scripts

Subject Leader

- Decides on the awarding body (AB) and specification for a particular qualification
- Ensure that individual teachers understand the requirements of the specification and are familiar with the relevant teachers' notes, and any other subject specific instructions
- Where appropriate, develop new assessment tasks or contextualize sample Awarding Body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements
- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure that subject teachers understand their responsibilities with regard to controlled assessments, and the use of AI

- Accurate completion of coursework/controlled assessment/non-examination assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer
- Involvement in post-results procedures

SENCo (Katy Farrow)

- Identification of candidates' requirements for access arrangements
- Arrange for the candidate to be assessed by the Specialist Assessor
- Ensure all applications for Access Arrangements are processed using the JCQ Access Arrangements Online tool and hold copies of all supporting evidence on the candidates' file
- Monitor the need for any renewals of recommendations in line with school practice
- Pass a list of students qualifying for Access Arrangements to the Examinations Officer (as soon as possible after the deadline for applications)
- Advise and support the Examinations Officer in the practical implementation of Access Arrangements
- Provision of additional support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Ensure that the SEND register published on the staff intranet is kept up to date

IT Manager

- Ensure that a student log-in system is in place to prohibit access to email, the internet and shared areas/personal folders of the school computer system when completing on screen assessments or NEA
- Ensure systems prohibit student access to NEA material other than during controlled sessions
- Maintain the offline exams account for word processor students and computer readers, ensuring no access to the internet or other material is available to students, and offering staff support on exam days as required
- Ensure appropriate file storage back-up system is in place, and all precautions to avoid a cyber attack are in place

Invigilators

- Must be familiar with the JCQ [Instructions for Conducting Examinations](#),
- Must be available to attend annual training with the exams officer
- Must give all their attention to conducting the examination properly
- Ensure the security of the examination before, during and after the examination
- Inform the Head of Centre if they are suspicious about the security of the examination papers
- Prevent possible candidate malpractice
- Prevent possible administrative failures

Candidates

- Confirmation and signing of entries and examination timetables
- Understanding coursework /non-examined assessment regulations and procedures and signing a declaration that authenticates the CW/NEA work as their own.

- Follow the expectations for conduct, behaviour and organisation as stipulated by the JCQ and school

2. The Statutory Tests and Qualifications Offered

- Statutory tests and qualifications offered at this centre are decided by the Head of Centre.
- The statutory tests and qualifications offered are GCSE, BTEC, OCR Cambridge National, Entry Level, Functional Skills, IMI Awards (this will not continue from September 2022), NCFE V Cert (not currently running) and WJEC Level ½ qualification, and Sports Leader Award
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year, and in the specifications spreadsheet produced and held by the exams officer

At Key Stage 4

- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Exam Seasons and Timetables

3.1 Exam seasons

- Most external exams are scheduled in the summer examination series. Year 11 leavers are expected to take any Maths or English re-sits at their further education or sixth form provision.

3.2 Timetables

- The Examinations Officer will circulate the individual exam timetables for external exams once these are confirmed. Master Timetables are also published on the school website and staff intranet.

4. Entries, entry details, late entries and re-sits

4.1 Entries

- Candidates are selected for their exam entries by the subject teachers and Subject Leaders.
- Candidates are required to check and sign for examination timetables
- The centre does not currently accept entries from private candidates

4.2 Late entries

- Entry deadlines are circulated to Subject Leaders by the Examinations Officer and late entry penalty fees may be charged to the department or candidate.
- Late entries are authorised by the Examinations Officer/Head of Centre

4.3 Re-sits

- Re-sit decisions will be made in consultation with the candidate, subject teachers and/or Subject Leaders. Re-sit requests will only be accepted on receipt of a completed re-sit request form, signed by the relevant Subject Teacher/Subject Leader and accompanied by the re-sit fee. (See also section 5: Exam Fees). Resit opportunities are only available while students are still enrolled at our school

5. Exam Fees

- Initial exam entry fees are paid by the centre, except in the case of late entries where penalty fees may be charged to the department or candidate.
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, **provided** these are made within the time allowed by the awarding bodies.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework/controlled assessment requirements. This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of the examination series.
- Re-sit fees for first and any subsequent retakes are paid by the candidates. (See also section 4.3: Re-sits)
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate chooses to pursue the enquiry. (See also section 10.2: Enquiries About Results)

6. Equality Act 2010, Special Needs and Access Arrangements

The [Equality Act](#) provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. The Act applies to all maintained and independent schools, as well as academies and free schools in England and Wales.

6.1 Equality Act 2010

- The school's [Public Sector Equality Duty Statement can be found on the school website policies page](#).

6.2 Special Needs

- A candidate's special needs requirements are determined by the SENCo, Specialist Assessor, Doctor and the Educational Psychologist.
- The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course, and for CW, NEA and examinations.

6.3 Access Arrangements

- Making access arrangements for candidates to take exams is the responsibility of the SENCo. In all cases written evidence in support of the application must be provided.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo.

- Rooming for access arrangement candidates will be arranged by the Examinations Officer.
- Invigilation and support for access arrangement candidates will be organised jointly by the Learning Support Administrator and Examinations Officer.

7. Managing Invigilators and Exam Days

7.1 Managing invigilators

- External invigilators and Learning support staff will be used for supervision of all external exams, and learning support staff and external invigilators for access arrangement students roomed separately to the main exam room. The recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration. DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by the centre administration.

7.2 Exam days

- The Examinations Officer will liaise with staff cover and the facilities manager to book all exam rooms. Most exams take place in the Sports Dome, and additional rooms around school for access arrangements, and the Examinations Officer will liaise with the Facilities Manager and Senior Caretaker regarding setting up the allocated rooms.
- The Examinations Officer will make the question papers, other exam stationery and materials available for the invigilator. The Examinations Officer, Senior/lead invigilator or members of SLT will start all exams in accordance with [JCQ guidelines](#).
- Only senior members of centre staff, approved by the Head of Centre and who have not had overall responsibility for the candidate's preparation for the examination(s) may be present at the start of the examination(s).
- Exam papers must not be read by Subject staff or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders 24 hours after each exam.

8. Candidates, Clash candidates and Special Consideration

8.1 Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates will be dealt with in accordance with JCQ guidelines.
- Candidates may only leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them. Toilet breaks are strongly discouraged.

8.2 Clash Candidates

- The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision where required.

8.3 Special Consideration

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the Examinations Officer, or the invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence (i.e. a letter from the candidate's doctor) and forwarded to the Examinations Officer within seven days of the exam.
- The Examinations Officer will then complete a special consideration application to the relevant awarding body within the time frame published for each exam series.

9. Coursework, Controlled Assessment, Non-Examination Assessment and Appeals against Internal Assessments

9.1 Coursework

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Candidates must sign a Candidate Record Form (CRF) before submitting any work for marking.
- Marks for all internally assessed work are provided to the Examinations Officer by the Subject Leader
- Subject Leaders will ensure all coursework marks are published/submitted and available for students in accordance with internal deadlines.
- Subject Leaders will ensure all coursework samples are ready for despatch and received by the Examinations Officer in accordance with internal deadlines.
- The Examinations Officer will keep a despatch record

9.2 Controlled Assessment and Non-Examination Assessment

- Please refer to the separate document **Controlled Assessment and Non-Examination Assessment Centre Policy** for the centre policy on controlled assessment and non-examination assessment.

9.3 Reviews of Marking – Centre Assessed marks

GCSE controlled assessments and GCSE coursework and non-examination assessments

- The centre publishes a separate policy on this subject, which is available from the Exams Office.

10. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

10.1 Results

- All results are downloaded electronically on the day prior to the official hard copy results day and kept secure by the Examinations Officer and Head of Centre.
- Candidates will receive individual results slips on results days in person at the centre or by post to their home address (candidates to provide SAE). Results will also be released on results day on student's Go4Schools accounts
- Arrangements for the school to be open on results days are made by the Head of Centre.

10.2 Enquiries about Results (EAR)

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. In all cases, students must give their consent
- If a candidate requests a post results service and there is a fee they will be charged. (see section 5: Exam fees). This fee is refundable if the review of marking results in a positive grade change
- Reviews of moderated work can only be requested by the centre and for the whole cohort

10.3 Access to Scripts (ATS)

- After the release of results candidates may request the return of papers within the deadline set by the school and exam board, it is the student's responsibility to approach teaching staff if they wish them to review these returned scripts.
- If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the student's expense, unless otherwise approved by the HoY.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE review of marking cannot be applied for once a script original has been returned.

11. Certificates

11.1 GCSE

- Certificates are posted to candidates in a board backed envelope, and recorded by the Exams office.
- Certificates may be collected by the candidate or on behalf of a candidate by a third party, provided they have been authorised to do so.
- Certificates may not be withheld from candidates who owe fees.
- The centre retains uncollected/undeliverable certificates for one year, at which time they are confidentially disposed of. After this point students need to apply to the exam boards for copies of their certificates and are responsible for the fees charged for these

SECTION 2 - Centre Contingency Examinations Policy September 20213– August 2024

Purpose

- Comply with JCQ regulations and to ensure a consistent and effective response in the event of the absence of the Examinations Officer (EO) or other potential issues that could cause disruption to the exam process at King Edward VI School. 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.

1. General

- The Exams Officer maintains a monthly schedule of Exams Office tasks. This can be accessed by Caroline Blyth, the Exams Officer, Exams administrator or the Deputy Headteacher (DHT).
- They have the full support of the Headteacher at all times.
- Exam deadlines are recorded in the Exam Officers' Microsoft outlook diary and copied to the Exams Administrator.
- The Exams Officer records all important tasks and decisions and makes the Deputy Headteacher aware of these throughout the year by way of regular line management meetings.
- The Exams Administrator (EA) is trained in all exam processes that may need to be undertaken in the absence of the Exams Officer.

2. Making Entries

- The EA is aware of the procedures for making entries and the deadlines for doing so.
- The EA has access to the SIMS Exams Organiser software (remotely also) in order to make entries.
- Subject leaders will be asked to check entries and will be advised in good time of entry deadlines.

3. Coursework, controlled assessment & non-examination assessment

- Where applicable the Subject Leader is aware of the deadline and the data that has to be submitted.
- The EA/DHT will submit coursework marks and check that coursework samples are sent by subject leaders by the required dates.
- All student work will be held securely and, where completed digitally, stored and backed up

4. Exam preparation

- Seating - The EA is aware of procedures for allocating candidates to exam rooms and seats.
- Timetables – the EA is able to produce individual candidate timetables and distribute these to candidates.
- Invigilators – DHT/EA would take charge of booking invigilators.

5. Exam paper delivery

- The EA, Senior invigilator and Receptionist have access to the keys to the secure exam paper storage.
- The DHT/EA are aware of the regulation relating the exam paper storage.

- The EA will check off all exam papers when they are delivered.
- The reception office staff are aware of the need to secure the exam paper delivery as a matter of urgency.

6. Exam period

- The EA/senior invigilator/receptionist have access to the keys to the secure exam paper storage.
- In case of absence the Examinations Officer will inform the DHT in good time so that the smooth running of examinations can be ensured.
- If absence is pre-planned then it is the responsibility of the Examinations Officer to ensure that the absence has been planned for.

7. Getting exam papers to the right room

- Exam papers are set out in the secure exam paper storage cabinets in date order so that the following day's exam papers are always easily found.
- There is a list of exams in the strong room detailing which exam takes place in which venue with numbers of candidates. Details of Modified/ Access requirements are in the Exams folder on the shared drive. There is also an exams timetable on the school website and in the Exams folder on the shared drive.

8. Invigilators

- Invigilators are given their timetables a few weeks in advance of the start of the exams and should all know where to go. Invigilators' hours are organised by the EO. Invigilator scheduled sessions are available to the EA

9. Attendance registers and seating plans

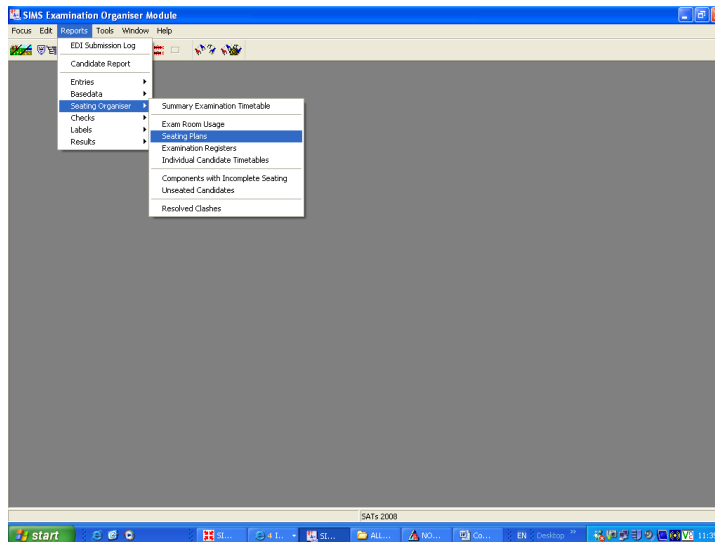
- Exam registers and seating plans are filed in the weekly seating arrangement folders. These can be reprinted from Exams Organiser by going to Reports/Seating Organiser/Seating Plans. Attendance registers are in the exam board trays in the exam office. Other exams documents or individual student notes can be found in the weekly folders.

10. Script despatch

- Scripts must be packed and taken to reception for collection in the afternoon or locked up in the exams secure storage area (if it is too late for that day's collection). Parcelforce collect scripts between 2.00 pm and 4.00 pm
- The EA is familiar with this procedure and can oversee it. Attendance registers are in the exam board trays and must be ticked and signed. One copy goes into the envelope with the scripts. Envelopes are stored in the secure storage room.
- A yellow label must be stuck on the envelope – for Edexcel, WJEC and OCR these will be in the exam board tray. The ICT Manager will need to access the EO email to retrieve and print AQA labels. A Parcelforce despatch sheet must be completed.

11. Printing exam seating plans and attendance registers

- Open Exams Organiser from SIMS.net.
- Go to Reports/Seating Organiser/Seating plans (Or Examination registers)
- You can also print individual candidate timetables and the whole exam timetable from this menu.
- The school now uses the ExamsAssist package which provides duplicate information to that provided by sims examinations, in terms of entries and student information. All seating plans are now produced through ExamsAssist and paper copies are printed out prior to the start of exams, as well as information about all candidates with access arrangements



12. Results

- The ICT Manager is aware of procedures for downloading results data.
- The ICT Manager/EA can produce statements of results for candidates.
- The ICT Manager is aware of the embargo arrangement.

13. Bad weather

- If there are timetabled examinations scheduled on a day when the Head Teacher decides that the school should be closed to staff and students, the 'Severe Weather Arrangements for Public Examinations' policy will be adopted.
- Public examinations will still run (within the limits of Health and Safety regulations)
- There will need to be a member of the caretaking team on duty to open up the school/control the heating etc.
- Announcements on the school website and local radio should be specific about the candidates that should come in: e.g. "King Edward VI School is closed owing to severe weather today, but the candidates for the Physics GCE examination this morning and GCSE Sociology examination this afternoon should attend for examinations. Examinations will start as close as possible to the published start times and candidates should report to the exam room on arrival".
- The Examinations Officer can remotely access the examination timetable, candidate entry lists and telephone numbers for key staff and external invigilators
- On the actual day the Examinations Officer will ring the external invigilators booked for the day and assess the likelihood of them coming in. In the event that they are unable to attend we will turn to an "emergency team" of invigilators who have indicated that they can be available at short notice. Assistance from Support and Teaching staff

living close to the School may be sought in order to maintain the minimum invigilation ratio.

- The Exams Administrator holds spare keys for the exam store and cabinets.
- In the event that the courier/ParcelForce cannot get to School to pick up completed scripts, these will be held securely in the exams store awaiting the next possible collection.

14. Procedures in the event of the centre being partially or completely unavailable for examinations owing to an unforeseen emergency, or a national emergency

- The Head of Centre or the Exams Officer will inform awarding organisations of examinations that are affected
- The responsibility for deciding whether it is safe for the school to open lies with the Head teacher (Head of Centre). Alternative areas of the school have been identified as suitable to carry out exams in in the case of the Sports Hall being unavailable. These are the Gym, the PAC and the Lower Hall, all located in various different parts of the school, so if one area was closed off, another one could be made use of
- The Head teacher will take advice and follow instructions from relevant local or national agencies in deciding whether they are able to open
- Where the school is completely closed the centre will look wherever possible to provide alternative exam room provision eg. another local school, sports centre or community centre and seek agreement from the relevant awarding organisations. An agreement has been made with Howard Primary school in Bury St Edmunds and they will provide their large hall in case the school is unable to open on the day of timetables exams
- The school will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements
- The school will ensure that it has resilience with regards to student results in the event that exams cannot be sat and grades are decided at centre. All students will sit formal mock exams in year 11 and year 10 under exam supervised conditions, and their work will be retained until after formal GCSE final exams have taken place

15. In the event of an evacuation during an examination

- In the event of the need for an evacuation during an examination, staff and candidates will follow the procedures set out in the Exams Emergency Evacuation policy
- The Exams Officer will make a full report of the incident and the action taken and send this to the relevant awarding body

16. Escalation Process in the absence of the Head of Centre and/or senior leadership team member responsible for examinations and/or Head of SENCo, or the Exams officer

- In the event of the Head of Centre (Deri O'Regan) being absent from the centre, Tom Grey will be responsible for Exams. In the event of both of the above being absent responsibility will pass to Pete Hurry.
- In the event of the absence of the head of SENCo being absent the Assistant SENCo will stand in
- In the event of the absence of the Exams Officer, the Exams administrator or senior Invigilator will stand in

17. Prior to and in the event of a cyber attack

- In the event of a cyber attack, ensure that the Awarding bodies are notified promptly
- Constant review of risks and weak points in security measures. Increasing staff awareness of data security through training, awareness of the need for strong passwords and the danger of 'phishing' emails
- Regular review of staff Exam board passwords to remove any leavers, ensuring passwords used are strong
- Prompt reporting of any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack or suspicious activity
- Containment by isolating/closing compromised sections of the network in the case of a cyber attack
- Regular backups of school systems
- Where candidates produce work electronically, ensure their work is backed-up regularly and stored securely on the centre's IT system / Ensuring protection of the candidates' work from corruption and considering the risks and implications of any cyber-attack
- Following and regularly reviewing National Cyber Security Centre advice for support in cyber security preparedness and mitigation work / Using the NCSC's free [Web Check](#) and [Mail Check](#) services to help protect from cyber-attacks
- All staff, including invigilators, to undertake regular training in cyber security, including social engineering, phishing and the need for strong passwords

18. JCQ National Exam Contingency Day

- JCQ has implemented a **National Exam Contingency Day** plus one half day for all GCSE examinations. These days have been specifically set aside should sustained national or local disruption arise (i.e. a terrorist incident or natural disaster) during the 2025 examination series. If disruption happens GCSE examinations may be rescheduled to the contingency day.
- Candidates must be available to sit exams up to and including all contingency days
- The Exams Officer will notify candidates and their parents of this data in a letter sent during the Spring 2025 term. 2025 examination timetables and the National Contingency Day are also published on the school website. <https://www.king-ed.suffolk.sch.uk/menu/examinations/>