Cefn Saeson Comprehensive

Examinations Administration

Contingency Planning

2024/25

Introduction

In case of localised disruption to the 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 (Dec 2013) 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 Cefn Saeson Comprehensive 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 School at the earliest opportunity by telephone (01639 791301). This document should be read in conjunction with the relevant sections of the School website dealing with weather updates and bad weather procedures.

Contingency Plans

1. Disruption of teaching time – Cefn Saeson is closed for an extended period

Recommended Contingency	***Criteria for implementation***	***Recommended actions***
CS to facilitate alternative methods of learning. Guidance on emergency planning, with advice on National lockdown and severe weather, is available on the Welsh Government website	CS 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 CS to prepare students, as usual, for examinations. In the case of modular courses, CS may advise candidates to sit examinations in the next available series.

2. Disruption in the distribution of examination papers - any arrangements for distribution of question papers must be secure

Recommended Contingency	***Criteria for implementation***	***Recommended actions***
Awarding organisations to source alternative couriers for delivery of hardcopies. Awarding organisations to provide CS with electronic access to examination papers via a secure external network.	Disruption to the distribution of examination papers to CS in advance of Examinations.	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.

3. Candidates unable to take exams because of a crisis – Cefn Saeson remains open

Recommended Contingency	***Criteria for implementation***	***Recommended actions***
CS to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. CS 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	Candidates are unable to attend examination centres to take examinations as normal.	CS to offer candidates an opportunity to sit any examinations missed at the next available series. JCQ guidance on alternative site arrangements can be accessed through the JCQ website. JCQ guidance on special consideration can be accessed through the JCQ website: If a candidate chooses not to sit an examination for other reasons, they should

been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control.		be aware that *special consideration* rules will not apply.

4. Cefn Saeson unable to open as normal during examination period

Recommended Contingency	***Criteria for implementation***	***Recommended actions***
CS to open for examinations and examination candidates only, if possible. CS to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible). CS to apply to awarding organisations for *special consideration* in line with guidance in plan 3 (above).	CS unable to open as normal for scheduled examinations.	CS must inform each awarding organisation with which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for CS to open lies with the head of centre. The head is responsible for taking advice, or following instructions from relevant local or national agencies in deciding For those pupils who are in Year 10, CS to offer candidates an opportunity to sit any examinations missed at the next available series. For those pupils in Year 11, CS will relocate the examination series to Tonmawr rugby club. The Local Authority will support with providing examination desks/chairs to implement full examination conditions. Pupils will be transported by school mini buses.

5. Cefn Saeson unable to carry out examinations during lockdown period

Recommended Contingency	***Criteria for implementation***	***Recommended actions***
CS to follow Government guidelines and remain closed to pupils until lockdown is eased.	Pupils not able to attend CS due to lockdown restrictions.	The responsibility for deciding whether it is safe for CS to open lies with the Welsh Assembly Government. The head is responsible for taking following instructions from relevant local or national agencies in deciding whether they are able to open.
CS to provide Centre Determined Grades when examinations are unable to go ahead.	CS unable to open as normal for scheduled examinations.	CS to follow guidelines from Examination Boards as set out in the CS Centre Policy (available on the IDS website)

6. Disruption to the transportation of completed examination scripts

Recommended Contingency	***Criteria for implementation***	***Recommended actions***
CS to seek advice from awarding organisations and normal collection agency regarding collection.	Delay in normal collection arrangements for completed examination scripts.	CS is **not** to make their own arrangements for transportation without approval from awarding organisations. The Examinations Officer would need to ensure that completed examination scripts are stored under secure conditions until collection.

7. Cefn Saeson unable to distribute results as normal

Recommended Contingency	***Criteria for implementation***	***Recommended actions***

CS to contact awarding organisations about alternative options	CS is unable to access or manage the distribution of results to candidates, or to facilitate post results services.	CS to make arrangements to access its results at an alternative site. CS to make arrangements to coordinate access to post results services from an alternative site. CS to share facilities with other centres if this is possible.

8. Cyber Attack:

Recommended Contingency	***Criteria for implementation***	***Recommended actions***
Ensure CS has the ability to restore the systems and recover data from backups. CS to contact WJEC/National Cyber Security Centre (NCSC)/Action Fraud as soon as possible with the details of how any attack has impacted the centre. AI misuse in assessments procedures will be undertaken in accordance with JCQ guidance and regulations (AI Use in Assessments: Protecting the Integrity of Qualifications February 2024)	Ransomware causes considerable damage to CS in terms of lost data and access to critical services.	Ensure CS has the ability to restore the systems and recover data from backups. IT team to confirm that: • they are backing up the right data • the backups are held offline • they have tested that they can restore services and recover data from the backups CS to contact: centres@wjec.co.uk or 02920 265 077 NCSC: report.ncsc.gov.uk Action Fraud: actionfraud.police.uk WJEC advice: https://www.wjec.co.uk/home/administration/centre-information/#tab_4 CS to notify relevant exam boards - WJEC, NCFE, Pearson Education.

Emergency Procedure during Examinations for Extreme Weather

In the event of the school being closed due to extreme weather conditions, e.g. snow, the following procedure will be activated:

School Closure

- Once the decision to close has been made by the Headteacher, instructions will be given to candidates that the school will be open for external examinations. Students should be instructed to report to their designated examination rooms as per the examination schedule. Any further details regarding arrangements for each day of the closure will be publicised on the school website

- Staff who are designated to be on site should comply with any severe weather regulations or advice given by the School or Local Authority. The Caretaker, will organise the opening of the school gates, and the opening of all relevant rooms

Examinations Officer (responsibilities)

- To have a copy of the examination timetable at home, plus a list of all relevant telephone numbers of Headteacher, invigilators and relevant staff

- To check that the necessary information has been included on the school website

- Attend school when practicable

- Keep the Headteacher informed of the progress of the examinations on a daily basis
- Inform Examination Bodies if necessary and comply with any of their severe weather regulations or advice

In the event of examinations not being able to take place, make all necessary alternative arrangements by liaising with the Examination Bodies.