



# Examinations Contingency Policy

The Jeanne d'Arc International School Examinations Contingency Plan is guided by the JCQ (Joint Council for Qualifications) Contingency Plan for the Examination System in England, Wales and Northern Ireland and international schools and also the JCQ document Preparing for Disruption to Examinations, both of which came into effect in September 2023.

This policy gives details how Jeanne d'Arc International School, by having in place this examination contingency plan, will allow members of the senior leadership team to act immediately in the event of an emergency during the examination cycle, or where the head of centre or the examinations officer is absent at a critical stage of the examination cycle.

The examination contingency plan has procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency.

**This policy was written in June 2024 and will be reviewed in June 2025 following our IGCSE and A level examinations in June 2025.**

## Possible causes of disruption to the exam process

### Exams officer absent at a critical stage of the exam process

In the event of the long term absence of the examinations officer below are the tasks which might not be carried out:

#### Planning

- Data not collected concerning student entries to the exams.
- The annual exam plan and timetables are not produced.
- Exam rooms not allocated.
- Invigilators not recruited or trained.
- School staff are not aware of the exam plans.

#### Student entries

- Exam entries not made on time so late penalties are charged.
- Students not being entered for the exams.
- Access arrangements not submitted in the required timeframe set up by the examining board.
- Awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff

#### Before the exams

- Exam timetabling, rooming allocation; and invigilation schedules not prepared
- Candidates not briefed on exam timetables and awarding body information for candidates
- Internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

#### Security

- Confidential exam materials not stored in a secure manner.
- Internal assessments not secured.
- Invigilators not fully aware of the security measures.

#### Exam time

- Necessary documents, forms, sign in sheets and notices not prepared.
- Delays in returning exam scripts, attendance forms and malpractice reports
- Internal exam marks not submitted before the deadlines set.

#### Results and post results

- Access to the exam results could be affected thus delaying their distribution to the candidates.

School's actions to limit the disruption

- Awarding body to be advised as soon as possible and made aware of the situation.
- Senior management should use the exam manuals to undertake the necessary tasks.

**The person responsible for identifying students requiring access arrangements and then applying for the access arrangements has an extended absence at a critical stage in the exam cycle.**

In the event of the long term absence of the person responsible for access arrangements below are the tasks which might not be carried out:

Planning

- Candidates not tested or assessed in order to identify potential access arrangement requirements
- The school fails to recognise its duties towards disabled candidates
- The evidence of need and evidence to support access arrangements required is not collected.

Before the exams

- 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

School's actions to limit the disruption

- Teaching staff to work with the senior leadership team to identify students where applications for access arrangements may be required.

**Teaching staff extended absence at a critical stage in the exam cycle**

In the event of the long term absence of any key teaching staff involved with examination candidates listed below are the tasks which might not be carried out:

- Early and estimated entry information not provided to the exams officer on time resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time resulting in candidates not being entered for exams or assessments
- Correct entries being entered late resulting in other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not being set, issued or 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

School's actions to limit the impact of the disruption:

- The exams officer liaises with the Head of school department or the senior management team to ensure all necessary deadlines are adhered to.
- If this is not possible, the exams officer will liaise with the awarding bodies and act upon advice received.

### **Lack of appropriately trained invigilators or invigilator absence during scheduled examinations.**

In the event of there not being any or sufficient trained invigilators during scheduled examinations there could be the following problems:

- The school being unable to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

The school's actions in order to limit the problems of insufficient invigilators:

- The exams officer will review possible invigilation staff at the start of each academic year to ensure sufficient staff are recruited and trained in preparation for the exams.
- Sufficient school staff will be trained and ready for invigilation duties at short notice.

### **A shortage or lack of exam rooms at a short notice.**

Problems arising from a lack or shortage of exam rooms are listed below:

- Exams officer not able to allocate sufficient or appropriate rooms during the exams
- Insufficient rooms available on peak exam days
- ~~Main exam rooms unavailable due to an unexpected incident at exam time~~

The school's actions in order to limit or solve the potential problems listed above:

- The exams officer will organise suitable and sufficient exam rooms 3 months prior to the official exam dates.
- In the event of rooms not being available at very short notice the exams officer and the head of school will work together to ensure that sufficient staff are available to ensure that the security of the examination is not compromised whilst alternative rooms are found.

**Alternative exam venue details are given at the end of this policy.**

### **A cyber-attack**

Problems of a cyber attack are listed below:

- Where a cyber-attack may affect any aspect of delivery of the exams the exams officer will work with the head of the school and the technology department to

make immediate contact with the awarding bodies to seek further guidance and support.

- The head of school will work with the exams officer to take action as determined by the relevant awarding bodies.

The school's actions to lessen the effects of a possible cyber attack:

- The technology department at Jeanne d'Arc International has an effective back up system which would help ameliorate a cyber attack.

### The school information technology systems fail

Problems caused by an IT failure are listed below:

- A management information system failure at the time final entries must be made
- A management information system failure during exams preparation
- A management information system failure at results release time

The school's actions to mitigate the impact of any disruption:

- The exams officer, in consultation with the head of school, will make entries from another venue direct to the awarding bodies.

**Alternative exam venue details are given at the end of this policy.**

### Emergency evacuation of the exam room or a school lockdown

The major problems if an emergency evacuation or a school lockdown occurs are given below:

- A whole centre evacuation or lockdown during exam time due to serious incident would result in exam candidates being unable to start, proceed with or complete their exams

The school's necessary actions to be taken:

- Exams officer must contact the awarding board to discuss alternative arrangements and then liaise with the head of school to take appropriate action.

### Disruption of teaching time in the weeks before an exam possibly caused by the school being closed for an extended period

Problems caused by disruption to teaching time or the extended closure of the school are given below:

- The school being closed or candidates are unable to attend for an extended period during normal teaching or study supported time, thus interrupting the provision of normal teaching and learning.

Actions to be taken:

- The head of school must manage all such incidents.
- Candidates must be taught remotely.

**Alternative exam venue details are given at the end of this policy.**

**Candidates may not be able to take examinations even though the school remains open**

Problems caused by this are given below:

- Unforeseen circumstances prevent the candidates from taking exams at the stated time.

Solutions to this unforeseen problems:

- The examinations officer will contact the relevant awarding board to discuss alternative arrangements
- The examinations officer should liaise with the head of school in order to take appropriate action

**The school may not be able to open as normal during the examination periods**

Problems caused by this are given below:

- The school might not be able to remain open during the scheduled examination periods.

The school's solution to this potential problem:

- The examinations officer will contact the relevant award body to discuss alternative arrangements and also work with the head of school to take the appropriate action.
- If necessary, the examination officer will notify the JCQ Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site Form online.

**Alternative exam venue details are given at the end of this policy.**

**The disruption in the distribution of examination papers**

Problems arising from any disruption given below:

- A disruption to the distribution of examination papers to the centre in advance of examinations

The school's solutions to any disruption:

- The examination officer to liaise with awarding organisations to get electronic access to examination papers via a secure external network.
- The examination officer to ensure that copies are received, made and stored under secure conditions.
- The awarding organisations would provide guidance on the conduct of examinations in such circumstances.
- As a last resort, and in close collaboration with centres and regulators, awarding organisations would consider scheduling of the examination on an alternative date.

**Disruption to transporting completed examination scripts**

Problems arising from any disruption given below:

The delay in normal collection arrangements for completed examination scripts or assessment evidence could very possibly result in completed exam material not being accepted by the awarding body.

The school's solutions to any possible transporting problems:

- The exams officer will contact the relevant awarding bodies for advice and instructions and will delay arrangements for transportation until told to do so by the awarding body.
- The exams officer will investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for conducting examinations.
- The exams officer to ensure secure storage of completed examination scripts until collection.

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

Examples of this problem are given below:

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

The school's actions if this problem occurs:

- The exams officer will contact the AB to notify them of any such incidents and act upon advice given.

#### **The school is unable to distribute results as normal or facilitate post results services**

Examples of this problem are given below:

- The school is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

The school's actions:

- The exams officer will liaise with the head of school to make arrangements to access the results or post-results services at an alternative site, in agreement with the relevant awarding organisation, or to send them electronically if appropriate.
- The exams officer will contact the AB to notify them where appropriate.



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#### Alternative venue details

In the case of any eventuality leading to the candidates not being able to take their exams at Jeanne d'Arc International School then an arrangement has been made at another school to use their facilities.

Details of the alternative venue:

Collège Lycée Ibnou Khaldoun,  
Number 53, Mohamed Ben Ibrahim Al Morakouchi  
Casablanca 20100

Telephone - 00212 522223602

This policy should be read in conjunction with the JCQ's notice to centres on exam contingency plans and JCQ's notice on preparing for disruption to examinations in England, Wales and Northern Ireland for qualifications within its scope.

The recommended steps to take from both these publications

### **Exam planning**

Review your contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

Schools, colleges and other exam centres must speak to the relevant awarding organisations as soon as possible if they are expecting any disruption that might affect the sitting of exams and assessments.

### **In the event of disruption**

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to the school's emergency evacuation procedure - Exam Contingency Plan - 2024/2025
6. Communicate with students, parents and carers any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

### **After the exam**

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply to the relevant awarding organisation for special consideration.
2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

### **Steps the awarding organisation should take:**

#### **Exam planning**

1. Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
2. Ensure that the arrangements in place with schools and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

#### **In the event of disruption**

1. Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
2. Provide effective guidance to any of their schools delivering qualifications.
3. Ensure that where an assessment must be completed under specified conditions, students are able to complete the assessment under those conditions (other than where



- any reasonable adjustments or special considerations require alternative conditions).
4. Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
  5. Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

**After the exam**

1. Consider any requests for special consideration for affected students; for example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

**If any students miss an exam or are disadvantaged by the disruption**

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

**Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make.**

Their decisions might be different for different qualifications and for different subjects, depending on their specific policies.