

Exam day contingency plan

- In the event of an emergency at the school, the head along with SLT will make the decision as to whether or not an exam will take place, if the exam has to be cancelled a notice will issued to students via the school website.
- If due to bad weather invigilators are not able to get in to school then staff at the school can act as invigilators in order for the exam to continue – if this were to be the case the ratio is 1 invigilator to 30 students, where students require a reader the ratio is 1 reader to 4 students, if not enough staff are available to run the exam then it has to be cancelled.

In the event of the exams officer being absent the assistant exams officer will run the exams. However should both be absent the following guidelines must be followed

- Keys to exams storage cupboard and filing cabinets are locked in the key coded safe in Student Office. Exams Officer, Asst Exams Officer, Deputy Head & Head Teacher have code.
- Go to exam storage room in Expressive Arts area.
- After identifying which exam it is; locate the correct drawer in exam room. A list of exams will be on the wall in the exam room.
- Make sure you take out the right exam papers – double check the date and component code. There is a trolley in the room to help transport the papers.
- In the event of the exam hall not already being set up and any equipment is required – e.g. pens, maths equipment etc. this is also in the exam storage room.
- Keep exam papers secure at all times – never leave them alone!! But you can leave them with an invigilator.
- You will find an exam room plan, attendance registers and seating cards in D1 office
- Bags for posting off the exam papers are to be found in D1 office.
- Invigilators will set out the exam room. (name cards, papers, equipment, signs, boards etc.)
- On the front of any exam paper it will tell you how long the exam is and what equipment the student is permitted.
- On any seating card it will identify which students have extra time; students with other exam concessions will be in D1.
- Students late to an exam cannot enter the exam room if they are more than 30 minutes late and students that have finished their papers early may not leave until 1 hour has passed (if the exam is more than an hour long).
- In ANY exam room please make sure that the JCQ notices are displayed. Each room requires a mobile phone notice and warning to candidate notice. A yellow JCQ Information for candidates' book must be in the main exam hall. (These can be found in the exam store cupboard in Expressive Arts- on top of the filing cabinets.) A clock should also be visible and the centre number **27112** should be displayed for all students to see.

- A white board will be required for the exam information to be displayed. On the board you must put the following information: - date, exam name and component code, start and finish time. This must be visible for all students even those sitting right at the back of the hall.
- Any student who has to leave the exam hall must be supervised at all times, there will be a yellow form at the front of the hall that must be completed for any reason, i.e. sickness, toilet break etc.
- Invigilator checklist will be with the yellow Information for candidates' book and section c must be completed before the exam is started.
- During the exam section D of the check list must be followed.
- When the exam has finished section E of the checklist must be followed.