

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Heart of England. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process. Alongside internal processes, this plan is informed by the Ofqual **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted* and the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the **JCQ notice Preparing for disruption to examinations** (effective from 11 October 2021).

This plan also confirms Heart of England's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) that the centre has in place:

- a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency

Possible causes of disruption	Possible remedial action		Staff
	Forward planning	Action	
Timetabling			
Exams clash with other activities	Establish provisional exam timetables in summer term for following academic year.	Complete the exams column on the school calendar.	Exams & Data Manager SLT
Exam clashes	Make appropriate supervision arrangements in the spring term.	Advise candidates in writing of the arrangements.	Exams & Data Manager HAT/Invigilation Team
Extreme weather	Ensure Site Team and SLT take public examinations into account when deciding on school closures. Mock examinations would be rearranged.	Where possible local candidates will be able to sit external examinations, if local invigilators can get in. Notify Awarding Organisations. Consider moving the start time.	Site Team SLT Exams & Data Manager Invigilators

	Exams & Data Manager to be able to contact Invigilators at home. Snowline	Consider Special Consideration	
Exams on college days	Plan mocks to avoid usual college days.	Consultation with college if this is unavoidable.	Exams Officer Pastoral Managers
Access Arrangements not provided.	Students identified as needing AA should be tested at the start of KS4.	SENDCo to arrange testing and apply for AA. Then liaise with Exams and Data Manager to provide readers/scribes for examinations as required.	SENDCo Exams & Data Manager

Possible causes of disruption	Possible remedial action		Staff
	Forward planning	Action	
Extended Absence of Exams and Data Manager During Planning Stage			
Annual data collection exercise not undertaken to collate information on qualifications and specifications being delivered.	Collect the information from Curriculum Leaders in the summer term prior to teaching starting.	Keep an up to date database of qualifications being offered. Post 16 qualifications must be updated on Post 16 course directory	Exams & Data Manager Data Assistant CLs and VP
Sufficient Invigilators not recruited and trained.	Invigilators should be recruited and in place for Y11 mocks. IMA to be trained how to timetable invigilators	Mock timetable to be finalised before October half term to ensure enough invigilators.	Exams & Data Manager IMA

		Cover Manager will employ agency	
Estimated entries not done so pre-release materials are not received	Make sure estimated entries are completed before awarding organisation deadlines. IMA to be trained how to do estimated entries	Curriculum Leaders to check estimated entries have been done if no pre-release materials are received. .	Exams & Data Manager IMA Curriculum Leaders
Candidates not entered for external exams/assessments or deadlines missed and penalties incurred.	Initial entries are sent well ahead of deadlines. Aim to have entries finalised end of Autumn term and seating finished end of Spring term.	IMA to be trained how to do exam entries and assist with seating labels. Contact EIMS for assistance. Keep contact details of recently retired Exams Officers.	Vice Principal Exams & Data Manager IMA Curriculum Leaders
Invigilators not trained or updated on changes to ICE.	Use TEO online training where possible. IMA can assist with arrangements for a training session. ISAs can do AA facilitator training during INSET.	Plan a training session for all invigilators before the mocks each year. Any who can't attend face to face should complete TEO.	Exams & Data Manager IMA Invigilators ISAs
Major disruption to teaching in the weeks before exams.	The centre remains responsible to prepare students remotely for examinations. Possibly using alternative method of learning.	Consider moving exam series for modular qualifications.	Vice Principal CLs Exams & Data Manager

Possible causes of disruption	Possible remedial action	Staff
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	Forward planning	Action	
Online Examinations			
IT system unavailable on day of examination.	Download tasks ahead of scheduled examination date where permitted.	Book IT equipment well ahead and download tasks before scheduled date of examination if permitted.	Exams & Data Manager Curriculum Leaders Network Manager Operations Manager
Candidates unable to access task details.	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff have access rights for correct area of awarding organisation secure extranet sites ahead of time. Have technical assistance for all online examinations.	Subject Teachers Exams & Data Manager Network Manager

Possible causes of disruption	Possible remedial action	Staff
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	Forward planning	Action	
Absence			
Candidates absent for all or part of assessment (various reasons)	Give candidates access to examination timetables well in advance.	Notify awarding organisations and claim special consideration where appropriate. Send registers to office once the examination has started so absent students can be contacted.	Exams & Data Manager Absence Officer Pastoral Managers
Candidates at risk of being unable to take examinations – centre remains open	Good communication with the bus company	Consider moving the start time. If possible allow candidates to sit the exam. Ensure Invigilators are aware of the rules for very late arrivals (JCQ ICE) Notify awarding organisations and claim special consideration where appropriate.	Exams & Data Manager Absence Officer Pastoral Managers
Candidates late for examination i.e. transport issues	Good communication with the bus company	Consider delaying the start time depending on number of candidates involved. Ensure invigilators are aware of the rules for very late arrivals (JCQ ICE)	Exams & Data Manager Absence Officer Pastoral Managers
Exams and Data Manager absent on exam day	Contact list to be kept at Exam & Data Manager's house.	Notify Operations Manager and Lead Invigilator. Secure storage can be opened by Site Manager and spare safe key is kept by HoC. Lead Invigilator knows the layout.	Exams & Data Manager Operations Manager Lead Invigilator / IMA HoC, Site Manager

<p>SENDCo extended absence</p>	<p>Aim to have assessments completed in Summer term of Y9.</p> <p>Both SENDCo and Exams & Data Manager to have access to online arrangements.</p>	<p>Contact LA for assistance with testing.</p>	<p>Assistant Vice Principal Exams & Data Manager SENDCo</p>
<p>Invigilator absence</p>	<p>Book Invigilators well in advance to be sure they are available. Book 1 extra invigilator each session to act as a runner.</p>	<p>Unplanned absence will be covered by the Operations Manager.</p>	<p>Exams & Data Manager Operations Manager</p>

	Possible remedial action		Staff
	Forward planning	Action	
During the Examination			
Wrong paper is given to candidates.	Seat candidates in order and print out seating plans and registers in advance of the start of the examination series.	Lead Invigilator to check papers on desks, Exams & Data Manager to ask candidates to check they have the right paper at the start of the examination. If the candidate completes the wrong paper amend the entries. Advise the awarding organisation and if appropriate apply for special consideration.	Exams & Data Manager Lead Invigilator
Not all invigilators arrive.	Book invigilators well in advance.	If possible call in additional invigilators if no more are available the Operations Manager will arrange cover.	Exams & Data Manager Operations Manager
Candidates are not given extra time.	Show AA on seating plans and highlight extra time candidates.	Put an extra time card on the desk so invigilators know who has extra time. If a candidate is refused in error contact awarding organisation and apply for special consideration if appropriate.	Invigilators Exams & Data Manager
Alarm is activated during an exam.	Invigilator Training session to include showing the panels in main block for M1 and PE reception for SH.	Stop exam. Find out where alarm has been activated, do not evacuate if not in the same block. Keep candidates under exam conditions await further instructions from Site	Exams & Data Manager Site Manager, SLT Lead Invigilator

		Manager/Exams & Data Manager/SLT. Restart exam if possible allowing full time.	
Possible causes of disruption	Possible remedial action		Staff
	Forward planning	Action	
Security of materials			
Exam papers/answer books not kept secure before assessment	Make sure there is sufficient space in the secure cupboard well in advance of the summer examination series. Brief office staff of the security arrangements including the log.	2 people to check papers before they are opened. If a mistake is made collect the papers, return to secure storage and advise the awarding organisation immediately.	Exams & Data Manager Lead Invigilator Office Staff
Candidates' work not kept secure after assessment or dispatched on time.	Book yellow label pick up in advance. Have space to store afternoon scripts overnight in the safe.	Lead Invigilators to ensure all scripts are either dispatched or returned to the safe after each exam session. Complete the yellow label dispatch log.	Exams & Data Manager Lead Invigilators Office Staff
Disruption to transporting completed scripts	Have contact details for yellow label collections and book slot in advance.	Take parcels to Post Office. Store in safe and contact the awarding body for further advice.	Exams & Data Manager
Controlled Assessment / NEA			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding organisation on further action.	Subject Teachers Curriculum Leaders

Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to awarding organisation ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AO deadlines	Seek guidance from awarding organisation	Curriculum Leaders Exams & Data Manager SLT
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Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Accommodation			
Insufficient space in Sports Hall for candidates	Once numbers are known at the start of the year, flag instances where additional space is required.	Use M1/M2 in addition to SH. Make sure we have sufficient desks.	Exams & Data Manager Site Team Operations Manager
Insufficient ICT facilities for all candidates	Careful planning ahead and booking of rooms / ICT facilities	Multiple sittings where necessary if permitted.	Exams & Data Manager Curriculum Leaders Network Manager Operations Manager
Unable to use Sports Hall	N/A	If possible move to M1/M2 and H11/H18 Keep candidates under supervision and seek advice from awarding organisation. Consider Special Consideration	Exams & Data Manager Site Team Operations Manager



Power Failure	N/A	Written exams to be completed if enough natural light. If unable to use ITC facilities contact awarding organisation for guidance. Keep candidates supervised and delay the start time if the exam hasn't started. Consider Special Consideration	Exams & Data Manager Site Team Network Manager
Centre at risk of being unable to open as normal for scheduled examinations		Contact awarding bodies for advice. HOC to liaise with outside agencies re safety of opening the centre. Consider moving the start time. Consider re-entering, if not terminal exams.	Exams & Data Manager HOC Site Team
Centre closure due to fire	Purchase fire resistant secure safe for exam papers. Liaise with BCP re emergency exam accommodation.	Contact Awarding Organisations for assistance. Have invigilator contact numbers off site. Contact Phoenix if required for the secure storage.	Principal Exams & Data Manager

Possible causes of disruption	Possible remedial action		Staff
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Results			

Technical problems prevent downloading results on pre-release day	Check SIMS and A2C before pre-release day. Make sure Network Manager has covered both results days.	Contact EIMS if it's a SIMS issue. Contact relevant awarding organisation (s) Contact AVCO for A2C issues Use Exams Officers FB page to contact AO reps urgently	Exams and Data Manager Network Manager
Unable to manage the distribution of results to candidates on results day.	Make sure summer works are planned with Hall access taken into account on results days. Liaise with Site Team.	Contact awarding organisations if unable to distribute results. Use Exams Offices FB page to contact AO reps urgently. Use Insight to distribute results electronically.	Site Team Post 16 Team Exams and Data Manager
Unable to facilitate post results services for candidates.	Liaise with Network Manager to make sure the awarding body secure sites can be accessed. Make sure post result services are published in advance on website and links emailed to all candidates. Check enough subject staff will be in on results day to offer support and guidance to candidates.	Contact awarding organisations if unable to facilitate post results services. Use Exams Offices FB page to contact AO reps urgently. Collect consent forms and payments if relevant and process requests from another site.	HoC Exams and Data Manager Post 16 Team Network Manager Website Manager

Possible causes of disruption	Possible remedial action		Staff
	Forward planning	Action	

Exams cancelled due to COVID			
Special contingency for summer 2022 just in case we have to move to TAGs. Mocks in autumn term	Mock exams to be held under supervised conditions in the Sports Hall. Timetable subjects together as much as possible. Sit mocks anonymously using exam numbers only.	Run mocks under JCQ regulations. Timetable candidates across option blocks together when possible.	Exams & Data Manager Invigilators CLs
Mocks marking	Moderate and sample mock papers to ensure all have been marked correctly.	Keep mock papers secure, do not allow candidates to take them from the classroom.	CLs Teachers
Mocks Special Consideration	Keep a central register of any Special Considerations which may need to be considered.	Take account of Special Consideration in the marking of assessments which could be used in TAGs.	Pastoral Managers Academic Managers Exams & Data Manager

What schools and colleges and other centres should do if exams or other assessments are seriously disrupted

Contingency planning

You should prepare for possible disruption to exams and other assessments and make sure staff are aware of these plans.

Covid specific guidance

When drafting contingency plans, you should consider the following guidance:

- [actions for schools during the coronavirus outbreak](#) from the Department for Education in England

- [actions for FE colleges and providers during the coronavirus outbreak](#) from the Department for Education in England
- [responsibility for exams](#) from the Department for Education in England
- [vocational, technical and other general qualifications in 2022](#) from Ofqual (regulator)
- [GCSE, AS and A level qualifications in 2022](#) from Ofqual (regulator)
- [coronavirus \(COVID-19\) \(information from CCEA\)](#) – information on vocational, technical and general qualifications from CCEA Regulation

General contingency guidance

- [emergency planning and response](#) from the Department for Education in England
- [school organisation: local-authority-maintained schools](#) from the Department for Education in England
- [bomb threats](#) procedures for handling bomb threats from the National Counter Terrorism Security Office

Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises. You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

See also the [JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland](#).

Steps you should take

Exam planning

Review 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.

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 JCQ's [Centre emergency evacuation procedure](#).
6. Communicate with parents, carers and students 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 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 centres 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 centres delivering qualifications.
3. Ensure that where an assessment must be completed under specified conditions, students 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

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.

See also [JCQ's guidance on special considerations](#)

Wider communications

The regulators, [Ofqual](#), will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The [Department for Education](#) will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the [Universities and Colleges Admissions Service](#) (UCAS) and the [Central Applications Office](#) (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

Widespread national disruption to the taking of examinations or assessments

The governments' view across England, Wales and Northern Ireland is education should continue in 2021 to 2022 with schools remaining open and that examinations and assessments will go ahead in both autumn 2021 and summer 2022.

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

We will update this page as necessary, with any further relevant links, should national disruption occur .

(Ofqual guidance extract above taken directly from the Exam system contingency plan: England, Wales and Northern Ireland - **What schools and colleges and other centres should do if exams or other assessments are seriously disrupted** (updated 30 September 2021) <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>)

JCQ

15.1 The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

15.4 In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate a 'contingency day' for examinations, summer 2022. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland*: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in summer 2022, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

(JCQ guidance above taken directly from **Instructions for Conducting Examinations** 2021-2022 <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, section 15, Contingency planning)

JCQ Joint Contingency Plan www.jcq.org.uk/exams-office/other-documents

This Notice is based on guidance provided within the JCQ Joint Contingency Plan, which is available from the JCQ website: www.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan

In the event of widespread disruption to the examination system, all centres **must** have contingency plans in place. There are three main categories of disruption, which are outlined below.

Candidates at risk of being unable to take examinations – centres remain open

Centres' contingency plans should focus on options that enable candidates to take their examinations. As part of these preparations, centres should consider the guidance provided in the JCQ publication Instructions for conducting examinations: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

- consider moving the starting times of the examination for all candidates (see **section 6.2** of the JCQ publication Instructions for conducting examinations)
- being aware of the rules for very late arrivals (see **section 21** of the JCQ publication Instructions for conducting examinations).

Wherever possible, it is always in the best interest for candidates to sit the examination. However, if candidates who are unable to sit the examination meet the criteria, special consideration through absence for acceptable reasons is an option (see **Chapter 4** of the JCQ publication A guide to the special consideration process: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

Please do not hesitate to call the relevant awarding body if you require additional support or guidance in the event of disruption to examinations.

Centres at risk of being unable to open as normal during the examination period

As above, centres' contingency plans must focus on enabling candidates to take their examinations if the centre is at risk of being unable to open as normal.

The responsibility for deciding whether it is safe for a centre to open lies with the head of centre who is responsible for taking advice or following instructions from relevant local or national agencies.

Information on what centres should do if examinations or other assessments are seriously disrupted can be found in the three country regulators' exam system contingency plan:

www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted

Special consideration through absence for acceptable reasons is also available as an option if all other avenues have been exhausted and candidates meet the relevant criteria.

Please do not hesitate to call the relevant awarding body if you require additional support or guidance in the event of disruption to your examinations.

Disruption to transporting completed examination scripts

If there is a delay in normal collection arrangements for completed examination scripts:

- where examinations are part of the national 'yellow label' service or where awarding bodies arrange collections, centres should **contact the relevant awarding bodies** for advice and instructions.
- for examinations where centres make their own collection arrangements, they should **investigate alternative options** that comply with the JCQ publication Instructions for conducting examinations
- completed scripts **must** be stored securely until they are collected.

Summary of centre and awarding body responsibilities

Examination centres are responsible for:

- preparing plans for any disruption to examinations as part of centres' general emergency planning • deciding whether the centre can open for examinations as scheduled and informing relevant awarding bodies if the centre is unable to open
- exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding bodies
- judging whether candidates meet the requirements for special consideration because of any disruption and submitting these requests to the relevant awarding bodies
- assessing their circumstances and liaising with awarding bodies in the event of disruption to the transportation of papers.

Awarding bodies are responsible for:

- ensuring centres receive examination materials for scheduled examinations
- advising centres on possible alternative examination arrangements and declining/approving proposals for alternative examination arrangements
- evaluating and declining/approving requests for special consideration.

Contacting the awarding bodies

In all cases, if there are any concerns, please contact the relevant awarding body for advice:

AQA

0800 197 7162

eos@qa.org.uk

CCEA

028 9026 1212, 028 9026 1293, 028 9026 1425

centresupport@ccea.org.uk



OCR

01223 553998

support@ocr.org.uk

Pearson

0344 463 2535

WJEC

02920 265 077

exams@wjec.co.uk

(JCQ guidance above taken directly from the notice - **Preparing for disruption to examinations** effective from 11 October 2021 www.jcq.org.uk/preparing-for-disruption-to-examinations/)

General Regulations for Approved Centres www.jcq.org.uk/exams-office/general-regulations

Guidance notes on alternative site arrangements www.jcq.org.uk/exams-office/online-forms

Guidance notes for transferred candidates www.jcq.org.uk/exams-office/online-forms

Instructions for Conducting Examinations www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

A guide to the special consideration process www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

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Emergency planning and response: Severe weather; Exam disruption; Coronavirus (COVID-19) www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings

School organisation: local-authority-maintained schools

www.gov.uk/government/publications/school-organisation-maintained-schools

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning <https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service>

National Counter Terrorism Security Office

bomb Threats www.gov.uk/government/publications/crowded-places-guidance/bomb-threats