

Contingency Plan

2017/18

This policy is reviewed annually to ensure compliance with current regulations

This policy can be viewed on the school website.

Approved/reviewed by	
Gail Elms – Chair of Governors	
Date of next review	March 2019

Contingency Planning

Centre is unable to open as normal during the examination period

Recommended actions:

- Centre to open for examinations and examination candidates only, if possible
- Centre to use alternative venues in agreement with relevant awarding organisations
To liaise with Harrytown Catholic School, located across the road to Werneth
To liaise with Marple Hall School, located approx. 2 miles away
To liaise with Bredbury Hall
To liaise with Adidas,
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

Invigilators are unable to make their scheduled exam session

Recommended actions:

- Senior Leadership Team to identify staff that can be used as emergency invigilation cover. This cover can come from staff within the centre who have had no involvement in preparing the students for the exam in question, are not current students nor are they any relative, friend or peer of a candidate in the examination room
- Examinations Officer to train staff that are likely to be used as emergency invigilation cover

The Examinations Officer unable to come into the centre to manage the examinations

Recommended actions:

- The Examinations Officer to inform Senior Leadership Team and Lead Invigilator
- The Examinations Officer to provide an update on the preparations for examinations on that day
- Staff in the Data Office, with support from the Senior Leadership Team, and Lead Invigilator to provide cover in the absence of the Examinations Officer

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