

MERSTONE SCHOOL



Contingency Plan

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Contingency Plan - Merstone School

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Merstone School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Possible causes of disruption to the exam process

Teaching staff extended absence at key points in the exam cycle

Due to Ascentis exams only being taken by a small number of students in our Diamonds department (approximately 16 students), all teachers (3 in total) have the necessary training to enable them to deliver the work needed for preparation for exams. All teachers are also aware of each other's long term and medium term plans so this information can also be shared with class teachers and identified support staff in the Diamond department. Paula Morbey will also support class teachers as she is the department lead for Diamonds department as well the person responsible for qualifications across the school.

Invigilators - lack of appropriately trained invigilators or invigilator absence

To ensure appropriate number of invigilators are available during exams, all teachers are able to oversee all invigilator requirements if they have not been involved in the delivery or teaching of the exam being taken.

Members of SLT or senior teacher to be available on peak exam days, this will be planned in advance.

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Due to the number of students taking part in Ascentis exams (approximately 16) we tend to use the small group work room to carry out all exams. This small group room is located in the Diamonds department so is readily available at all times if planned in advance. Students vary in the qualifications (entry level 1,2, 3) so will complete these exams on different days meaning student numbers are very low. Students tend to complete all exams on a 1:1 or 1:2 basis to ensure they all have the quiet space they require, this in turn means we require only a small empty room to complete exams.

Failure of IT systems

All exams, attendance lists etc. are printed out in advance and locked away in the cupboard in the designated exam storage room.

Students currently only access paper based exams so there is currently no need for IT during the time when exams are being completed by students.

After exams have been completed, all work will be locked away in the allocated exam cupboard and will remain there until they are marked and all results are placed on Parnassus. If IT is not available, they will remain locked away until the system is working.

All results uploaded onto Parnassus within a good time scale to ensure this will not affect results if unable to access IT at planned time.

Emergency evacuation of the exam room (or centre lock down)

In the event of an emergency all students will be escorted to the allocated meeting point as set out by SLT. In the event of a whole school lock down, all staff and students will follow school plans. All exams will remain onsite and will be completed if and when it is safe to re-

enter the school/ come out of lock down and students have been time to regulate and are ready to continue with their work. Ascentis will be made aware of this and advice will be sort.

Disruption of teaching time in the weeks before an exam – centre closed for an extended period

Due to the students at Merstone School having severe learning difficulties we hold a meeting at the end of each term to discuss which students are ready to be put forward for their exams. In the unlikely event that the school has needed to close for an extended period, students would not be put forward for any exams until the work has been completed and all staff involved feel confident they have completed all preparation work.

Candidates unable to take examinations because of a crisis – centre remains open

In the event of a student not being able to compete an exam on the planned day due to their personal circumstances. Any exam paper printed out for them will be disregarded in a secure way. When staff feel the student is ready to take their exam they will be put forward again and new papers will be printed for them in preparation.

Centre unable to open as normal during the examinations period

Due to the students at Merstone School having severe learning difficulties we hold a meeting at the end of each term to discuss which students are ready to be put forward for their exams. In the unlikely event that the school has needed to close for an extended period, students would not be put forward for any exams until the work has been completed and all staff involved feel confident they have completed all preparation work.

Disruption in the distribution of examination papers

All papers are printed one day in advance of the exam and locked in the exam room securely. Due to the small number of students sitting exams if we were unable to distribute exams on the planned day we will compete the following day.

Disruption to the transportation of completed examination scripts

As a school we have chosen to complete 1 external moderation each year. All work to be put into a bundle and posted following the Ascentis guidelines. Paula Morbey to ensure the bundle is complete and packaged correctly and the office staff to ensure it is posted using the correct guidelines.

Assessment evidence is not available to be marked

All exams when completed to be collected by the staff supporting students. This will then be locked away in the exam cupboard in the allocated room. In the unlikely event of work not being available for marking, appropriate steps will be taken to locate the work, Ascentis will be made aware of the issue and the student will be given the opportunity to re-sit the exam following the same rules that would usually apply.

This plan will be updated annually or when new plans need to be put in place.