Woodlands Academy

Examinations Emergency Procedures

Major causes of potential interruption:

- Fire
- Flood
- Heating failure
- Bad weather
- Utility failure

Other causes of potential interruption:

- Absence of Examinations Officer
- Absence of teaching staff
- Failure of IT systems

1 .Examinations Officer/SENDco absent at kev points:
In the event of the Examinations officer being absent, his/her support worker would take over the role, in the event of that person also being absent, it would be the responsibility of the Head Teacher to administer the examinations and results at the appropriate times.

2. Teaching Staff absent at kev Points:
As the school does not employ external Invigilators, the school uses its existing staff to invigilate examinations. Any absences by staff must be reported by 7.30am and these are incorporated into the timetable for the day. The examinations officer is responsible for training the staff in these duties.
If the subject leader was on long term absence, the Director of Learning with the responsibility for that subject would oversee the coursework and mark if necessary.

3. Lack of appropriate rooms:
Most of the examinations are held in the Dining Hall, if this should be unavailable, the school would use the Sports Barn (which is separate from the main building).

4. Failure of IT systems:
The school employs the services of an independent ICT company for technical support and they would be contacted in the first instance.
The whole school IT system is backed each night, weekly, monthly and termly (disk taken off site in all cases).

5. Centre closed for an extended period of time:
Alternative sites would be found to conduct examinations and if necessary, to complete coursework as near to the school as is possible.

6. Candidates unable to take examination due to crisis and centre remains open:
A Special Considerations Form would be completed for any/all candidates and would be submitted to the Examinations Board.

7. Disruption in the distribution of examination papers:
Examinations Board will be contacted at least one week prior to examinations if the papers have not arrived. If this is unsuccessful, permission will be sought by the Examinations Officer from the relevant Examinations Board for an e-mailed copy of the paper or access to the secure site to print off copies on the morning/afternoon of the examination.

8. Disruption to the transportation of completed examination scripts:
If the completed scripts are not collected as arranged for any reason, the Examinations Officer would contact Parcel Force to ascertain the reason. If the delay is longer than 24 hours, the Examinations Officer will contact the Examination Board. Any uncollected scripts will be securely held.

9. Assessment evidence is not available to be marked:
All candidates Work is retained in the school due to the type of school (SEMH Secondary).

10. Centre unable to distribute results as normal (See 1 above)

Further guidance to inform and implement contingency planning can be sought through Ofqual, JCQ and other government offices and websites.