



Examination Contingency Plan For The Beckmead Trust

Name of Policy	Examinations Contingency Plan
Policy Level	Trust
Date of Issue	January 2021
Author	Exams Officer
Date of Next Review	January 2022
Signature	Dr Jonty Clark
Date of Signature	January 2021

Examinations Contingency Plan 2020/21

Aim: To have adequate contingency measures in place to ensure the administration, logistics and facilitation of exams in the 2020/21 academic year run as expected in the event of unusual and extreme circumstances.

Yearly Plan: Dictates the roles needed within the organisation to effectively run all administration, logistics and facilitation of the exams process, including who will fulfil the roles.

Task	Responsibility
Accept exams material	Linda Raposo / Sabrina Lester / Gill Turner / Georgia Smith / Sinead Quinn
Accept certificates	
Keep logs of the acceptance of all correspondence from awarding bodies (including exam materials and certificates)	
Collect exams material on exams days from Main Centre	Jayesh Parmar, Lauren Quinn, Dionne Mears, Gina Higgins, Jermaine Bynoe or Yetunde Ogunfuwa
Deliver exams material on exams days back to Main Centre	
Run Exams on Monks Orchard Road (Satellite Centre)	Jayesh Parmar / Lauren Quinn / Patrick Hawthorne / Mark Allen
Receive entry information from subjects at Satellite Centre	
Send entry information to Exam Officer i/c of administration	
Train and manage invigilators at Monks Orchard Road (Satellite Centre)	
Arrange the distribution of Certificates for pupils from CBU	
Run Exams at Main Centre (Beckmead College)	Jayesh Parmar/Lauren Quinn / Patrick Hawthorne / Mark Allen
Transfer the exams material to the safe	
Release exams material on exams days	
Collect exams material on exams days	
Liaise with Quality Nominee re:BTEC	Jayesh Parmar / Lauren Quinn / Patrick Hawthorne / Mark Allen
Run NEA for ABC and ASDAN, including IM, EM & Entries	
Receive entry information from subjects at Main Centre	
Send entry information to Exam Officer i/c of administration	
Train and manage invigilators at Main Centre	
Organise entries from all centres and administer their entry	Jayesh Parmar / Lauren Quinn / Patrick Hawthorne / Mark Allen
Keep and check logs of entries, training etc	
Gather entry information for KS2 SAT's	

Contingency for staff absence:

General/Short term:

- All emails related to exams to be sent to 'croydonexams@beckmeadtrust.org' email which all the examinations team have access to
- All correspondence to be scanned and saved on the admin drive, which all examinations team have access to

Specific/Long Term/During Exam Series:

Original	Cover
Linda Raposo	Jayesh Parmar / Lauren Quinn / Michael Nelson / Mark Allen
Jay Parmar	Lauren Quinn / Andy Millard / Patrick Hawthorne / Mark Allen
Lauren Quinn	Jayesh Parmar /Michael Nelson / Mark Allen / Patrick Hawthorne

Contingency for extreme circumstances:

We describe extreme circumstances as:

- serious injury to a pupil or member of staff (eg transport accident)
- significant damage to school property (eg fire)
- criminal activity (eg bomb threat)
- severe weather (eg flooding)
- public health incidents (eg flu pandemic)
- the effects of a disaster in the local community
- Or any other circumstance that may result in a school closure

Where feasible we will ensure all centres (Main & Satellite) are open during live examination series. If this is not the case we will follow the protocol below which best suits the situation.

Event	Protocol
Satellite Centre closed	Pupils will be transported to the nearest open centre which has authorization to hold exams
Main Centre closed (staff still have access to secure store)	A member of SLT will arrange the transport of pupils to the nearest authorized centre. Following standard protocol stated in our policy when moving examination materials, At least two members of the examinations team will transport the materials to the designated centre.
Main Centre closed (staff don't have access to secure store)	An Exams Officer will contact the awarding bodies to request electronic copies of the exam to be held at the nearest authorized centre. Should this not be possible we will instruct the awarding bodies that we will need to make special consideration requests for those pupils affected.
Throughout the above processes we will ensure all stakeholders are informed at the earliest opportunity.	

