



Ancora House School – Contingency Plan 2223

In case of localised disruption to the school, or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based upon the 'Joint Contingency Plan' issued by OFQUAL to all Awarding organisations and other stakeholders. The plan is exhaustive and ranges from contingencies that affect only the Awarding organisations to those that affect individual pupils. Included in this document are those contingencies that are likely to affect the school and its pupils.

<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>

Any disruption must be communicated to the exams officer and head of school at the earliest opportunity. Contact numbers:

01244 397598

01244 397620

01244 397272

01244 506670

Or by e-mail at

admin@ancora.cheshire.sch.uk

1. Disruption of teaching time – Centre is closed for an extended period

Centre is closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

- Where there is disruption to teaching time and students miss teaching and learning it remains the responsibility of the Centre to prepare students, as usual, for examinations.
- In the case of modular courses, Centre may advise candidates to sit examinations in an alternative series
- Centre should have plans in place to facilitate alternative methods of learning, these could include the young people attending their home school for visits and tuition where possible as well as online tutoring support paid for or provided by AHS via Microsoft Teams.

2. Disruption in the distribution of examination papers

If disruption to the distribution of examination papers to the Centre in advance of examinations occurs:

- Awarding organisations to provide the Centre with electronic access to examination papers via a secure external network or email copies one hour before the published start times of examinations.
- Awarding organisations to source alternative couriers for delivery of hardcopies.

3. Candidates unable to take examinations because of a crisis - Centre remains open

If candidates are unable to attend examination Centre to take examinations as normal.

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant Awarding organisations.
- Centre to 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. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by their Centre not to

attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.

4. Centre is unable to open as normal during the examination period

Centre unable to open as normal for scheduled examinations

- A centre which is unable to open as normal for examinations must inform each Awarding organisation with details of which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for a Centre to open lies with the Headteacher. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- Centre to open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant Awarding organisations (e.g. local libraries, community centres, Castle Park Campus, other local schools)
- 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 (see item 3 above).

5. Disruption to the transportation of completed examination papers

Delay in normal arrangements for the return of completed examination scripts.

- In the first instance Centre to seek advice from Awarding organisations.
- Centre to ensure secure storage of completed examination papers until collection.

6. Assessment evidence is not available to be marked

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations
- Candidates to retake affected assessment at subsequent assessment window

7. Exams Officer is unable to fulfil role

Exams Officer is unable to come to work due to illness, injury or other crisis during the exams period or any other period

- Assistant exams officer to fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership team and administration team, R Biasillo was the examinations officer prior to L Calver and will fill in and assist with exams in the event L Calver is unable to fulfil the role
- The EO will ensure all policies and files are up to date and a member of SLT is aware of all entries and transferred candidates to ensure the running of exams is not disrupted by the EO's absence

8. Invigilator shortage

In the event of a staff shortage which results in the centre being short on invigilators the centre will;

- Use staff from Ancora Castle Park site when necessary /appropriate, the centre will ensure all staff have been DBS checked and trained appropriately to invigilate exams.
- The centre will ensure these invigilators are able to identify candidates by introducing them at a prior date/time where possible with CWP and AHS present to verify the candidate's identity.

9. Rooming issues / disruption

In the event there is a lack of rooms available the centre will

- Source alternative rooms within the hospital such as the meeting rooms downstairs where appropriate
- Consult with the awarding body regarding alternatives such as local libraries, Ancora Castle Park site etc.

10. Centre unable to distribute results as normal

In the event the site was not accessible on results day the exams officer would

- Arrange to distribute from an alternative site, Ancora Castle Park Site
- Log in remotely from home/ local library to retrieve results

11. The SENDco is off sick for a prolonged period of time

In the event the SENDco is unable to fulfil her role due to absence;

- If the YP is dual registered the responsibility of assessment will lie with the entering centre/ home school
- If a candidate is entered by our centre SLT who have experience with SEN will liaise with the CWAC Council SEN team and take advice on how to conduct assessments, the school will also utilise their school network contacts for advice and guidance
- The school has 2 appointed SENDCos, SENDCo from other site to fill in for absent SENDCo

12. ICT Network Failure/ Cyber attack

If the server and internet are not available at key times during the exam season the centre will:

- The centre will have a paper file with all candidate and exam information including timetables, seating plans, attendance registers and candidate information therefore system failure will not be an issue in this instance
- If the system is down during the time marks are due for submission, the board will be contacted and guidance will be sought, the EO may be able to attend Castle Park site or use home internet to utilise their facilities or at least submit the marks via email
- On results issue day if the network is down, the EO will have to relocate to an alternative site to download the results, ICT will be contacted to ensure this is remedied by the time candidates arrive on results day (the next day)
- In the event of a cyber-attack the LA's ICT department will be contacted and advice will be taken from them on resolving the issue, if this attack is during exam time the above steps will be followed to ensure minimal disruption to exams

13. Candidates fail to collect results

Candidates who are still inpatients can collect their results in person on results day, in the event the candidate is no longer an inpatient prior to results being issued the SLT will request a forwarding address for all communications. In the event the candidate no longer resides at Ancora House they will have a copy of their results posted or emailed to them, they will be made aware of this procedure prior to them leaving the unit.

14. Unauthorised personnel in building

In the event of an armed and potentially dangerous person being present in the building, the building would be locked down. All doors in and out of education would be locked and unable to be opened, candidates would be asked to stop writing and the time of the stoppage would be noted so that the full time can be given once the issue has been dealt with. The candidates will remain supervised by the invigilator and the EO will inform the board in question, special consideration will be applied for in light of the situation.

15. Dealing with a Bomb Threat

In the event that a bomb threat is made, the priority is the safety of all staff and students in the school. If a threat is made via telephone, try and keep the caller on the phone whilst alerting another member of staff to phone the emergency services and notify Sian Thomas, Headteacher who will liaise with the ward managers. During the call make a note of the time, the content and any other pertinent information (telephone number etc.) about the conversation, remaining calm at all times.

If the threat is deemed credible and the 'device' is inside the building then it will be appropriate to evacuate, all candidates should be asked to stop writing and leave everything on their desks, remaining under exam conditions whilst they exit the building – invigilators will remain with the pupils to supervise, invigilators must take the attendance register to ensure all candidates are present. Advice must be taken from the awarding body as to what appropriate steps are taken next. Once the incident has been dealt with, and on advice from the exam board, ensure that candidates have the full time to complete their examination – as we are a small centre with small numbers, an alternative site where applicable can be sought for this. If candidates are unable to continue the exam, the awarding body must be contacted as soon as possible as they will be able to advise on appropriate action.

If a bomb threat is made via email or social media, do not respond, keep a screenshot as evidence and contact the emergency services, following the steps as advised above.

In the event that the 'device' is not within the building and is believed to be in the surrounding area of the building, evacuation may not be the best course of action, if advised by SLT staff and pupils must all navigate to a central part of the building away from windows and outside walls. This area would be in the shared corridor near the sanctuary, as it is the most central part of the building. The procedures set out above for leaving the exam room and contacting relevant agencies must also be followed in this instance.

- For the summer 2023 exam series a 'contingency' exam day has been arranged by the examination awarding bodies, this contingency day for GCSE examinations has been put in place "in the event of widespread, sustained national or local disruption to examinations during the June 2023 examination series". This date is 28th June, all



candidates will be expected to be available on this date to sit examinations in the event of disruption.

16. Candidate presents with symptoms of an infectious disease on day of exam

- In light of the COVID pandemic and in line with JCQ guidelines, the student will sit exam separately to other candidates. The script will be kept separate from other scripts and the EO will contact the awarding body prior to dispatch
- As an infection control measure, candidates will have their own stationary packs which are held and sanitised in the office

17. Localised lockdown meaning ex pupil is unable to return to sit exam

- Students to only be invited to return to sit exams where there is no other option available, AHS must prioritise the needs of on roll students where exams are concerned
- Ring the board to ascertain whether it is permitted that we send an invigilator to the students home/ local alternative site for them to sit the examination
- If this is not possible, special consideration to be applied where applicable

18. National emergency/ event resulting in government closing school

- The school will await for guidance from OFQUAL in relation to examinations being conducted
- In the event exams cannot be sat, teachers to be approached for centre assessed grades that reflect what student would have likely achieved if exams had gone ahead
- If unable to produce a grade due to lack of evidence, candidate will be given the opportunity to sit the exams in a later series

19. Unable to access papers in secure facility on day of exam

- In the event the secure storage facility is inaccessible due to lock jamming or door being stuck, estates to be contacted immediately to resolve the issue
- Exam boards to be contacted to request an electronic copy of the papers