



**Ark Helenswood Academy**

## **EXAMINATIONS POLICY**

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#### **Appendix 1: Examinations Contingency Plan**

**Purpose:**

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To secure an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the Academy's processes to read, understand and implement this policy.

The exam policy will be reviewed every year.

This exam policy will be reviewed by the Governing Body, the Principal and the Exams Officer.

## **1. Exam Responsibilities**

### **1.1 Head of centre**

The Principal is the Head of Centre and has overall responsibility for the Academy as an exam centre.

In addition the Principal:

- Advises on appeals and remarks
- Is responsible for reporting all suspicions or actual incidents of malpractice (refer to the JCQ document Suspected Malpractice in Examinations and Assessments).

### **1.2 Exams Officer**

The Exams Officer manages the administration of public and formal internal examinations.

The Exams Officer:

- Advises the Senior Leadership Team (SLT), Heads of Faculty (HOF), Assistant Heads of Faculty (AHOFs), subject teachers, class tutors and other relevant support staff on annual exam timetables and application procedures as set out by the various exam boards.
- Produces and distributes to all candidates an examination instruction and information booklet.
- Produces and distributes to staff, governors and candidates an annual calendar for all exams in which candidates will be involved and communicates deadlines and events regularly to staff concerned.
- Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure the necessary coursework is completed on time and in accordance with JCQ guidelines (e.g. plagiarism).
- Provides, collects and confirms detailed data on estimated entries (at the relevant time of the year).
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers Access Arrangements and makes applications for Special Consideration using the JCQ Access Arrangements, Reasonable Adjustments and Special Consideration regulations and guidance relating to candidates who are eligible for adjustments in examinations on being provided with detailed requests by those responsible for those candidates to whom this applies (e.g. SENCO).
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditure relating to all exam costs/charges: both internal and external.
- Line manages the Team Leaders in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Collects and submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT and curriculum leaders, any appeals/remarking requests.
- Maintains systems and processes to support the entry of candidates for their exams.
- Downloads all exam results and ensures that they are passed to the member of SLG responsible for data analysis.

### **1.3 Heads of Faculty**

The Heads of Faculty:

- Offer pastoral guidance to candidates who are unsure about exam entries or amendments to entries (supported by the SLT).
- Have a key responsibility in post results procedures.
- Conduct accurate completion of coursework mark sheets, declaration sheets and associated administration, including estimated grade sheets.
- Conduct accurate completion of entry sheets through SIMS and adherence to deadlines as set by the Exams Officer.

### **1.4 Data Team**

The data team:

- Manage the analysis of examination results.
- Prepare and present reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

### **1.5 Guidance and Careers Information**

- The Academy's careers staff will offer advice.
- Mentoring/guidance by Heads of Faculty and Form Tutors will take place on a regular basis.
- My Future Starts Here (MFSH) independent careers staff may be required to give guidance where necessary, as per the service level agreement with Ark Helenswood Academy.

### **1.6 Teachers**

- Should provide notification of the possible need for Access Arrangements to SENCO and HOFs (as soon as possible after the start of the course).
- Should provide notification to HOFs of change of class group which may necessitate a change to examination entry.

### **1.7 Special Education Needs Co-ordinator (SENCO)**

The SENCO responsibilities include:

- Identification of candidates' requirements for Access Arrangements.
- Ensuring that testing by an authorised person is carried out or that medical evidence is available.
- The administration of Access Arrangements supported by the Exams Officer.
- Provision of additional support – with spelling, reading, mathematics, dyslexia, essential skills, hearing impairment, English for students with English as an Additional Language (EAL), IT equipment and readers and amanuensis – to enable candidates to achieve their course aims.
- Providing the Exams Officer with copies of all relevant documentation.

### **1.8 Team Leaders/Invigilators**

- Assist the Examinations Officer in the efficient running of examinations according to JCQ regulations.
- Collect exam papers and other material from the exams office before the start of the exam.
- Ensure that all exams are started/finished at the scheduled times and that JCQ General, Vocational and Diploma Qualifications Instructions for Conducting Examinations rules and regulations are adhered to at the beginning and throughout the exams.
- Collect all exam papers in the correct order at the end of the exam and their return to the exams officer in preparation for despatch to the awarding bodies.

- Complete the attendance registers for each exam.
- Supervise those candidates who are incommunicado between exam sessions (e.g. subject clashes).

### **1.9 Administrative Staff**

- Ensuring that exam papers are taken to the Exams Office immediately upon delivery.
- Posting of exam papers using the correct postal procedures.
- Supporting Exams Officer, by endeavouring to contact students who are absent from an exam for which an entry has been made.

### **1.10 Candidates**

- Confirm and signing entries.
- Ensuring they conduct themselves in all examinations according to the JCQ regulations.
- Reporting any problems concerning subject entry to the subject teacher concerned and the Exams Officer, upon receipt of notification of exam entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

## **2. The Statutory Tests and Qualifications Offered**

### **2.1 External Examinations**

- The statutory tests and qualifications offered at this Academy are decided by the Principal, SLT and HOFs.
- The statutory tests and qualifications offered are GCSE, Applied GCSE, GCE AS and A2 Levels, Key Skills, ALAN, BTEC Awards and National Diplomas.
- The Academy also supports students with arranging and sitting of University admission tests (e.g. Oxford/Cambridge Attainment Tests).
- The subjects offered for these qualifications in any academic year may be found in the Academy's published prospectus for that year.

### **2.2 At Key Stage 4**

- The Academy policy for Key Stage 4 students is that every student is entitled and encouraged to enter for every exam subject that she is studying for, unless disapplication has been made by the Vice Principal: Standards (VPS).
- All students in examination classes have an entitlement to be entered in the subjects they are studying except in exceptional circumstances. Repeated absence and lack of work may lead to a review of student's suitability for entry. VPS will be involved with this decision and will discuss and negotiate the outcome with the student and her parent/carer.

### **2.3 At Post-16**

- It is expected that AS modules or level 3 courses (if applicable) will be completed during Year 12.
- It is expected that A2 modules or level 3 courses (if applicable) will be completed during Year 13.
- Guidance will be given by the Assistant Principal: Teaching and Learning, KS5 + and HOF to any students who wish to retake AS/A2 exams in order to improve a grade.

## **3. Exam Seasons and Timetables**

### **3.1 Exam Seasons and Timetables**

- Internal exams are scheduled in November, February, May and June.
- External exams are scheduled in November, January, March, May and June.

- The exam series and awarding bodies used by the Academy is decided by the Principal and HOFs
- Internal examinations are held under external examination conditions.

### **3.2 Timetables**

- The Exams Officer, in conjunction with the VPS, will circulate the timetables for both external and internal exams once these are confirmed.
- The Exams Officer will issue individual timetables to include all relevant information: subject –date – time – venue. Included in the bottom of this will be any guidance felt appropriate to assist candidates.

## **Entries, Entry Details, Late Entries and Retakes**

### **4.1 Entries**

- Candidates are selected for their exam entries by the HOFs and subject teachers.
- Candidates or parents cannot request a subject entry, change of level or withdrawal, unless prior agreement has been obtained from the relevant HOF and agreed by VPs in consultation with Principal.
- The Academy does, at the discretion of the Principal and Exams Officer, accept entries from external candidates. EAL candidates are encouraged to sit examinations in their first language if available and approved by the Traveller and English as an Additional Language Service (Teals), at County Hall.

### **4.2 Late Entries**

- Entry deadlines are circulated to HOFs via the Academy intranet page and Management Meeting.
- Late entries are authorised by VPs in agreement with the Exams Officer.
- Late entry or amendment fees are paid by the subject department, except where these fees are due to administrative error on behalf of the examination department.

### **4.3 Retakes**

- Students are responsible for requesting retakes. Retake decisions will be made in consultation with the candidates, Head of Ark 6<sup>th</sup> Form and HOFs.
- Candidates are allowed to retake a subject at GCSE – the decision to be made in consultation/agreement with the HOF and will be paid for by the Academy for those studying at Key Stage 4 in the following circumstances:
  1. Where a candidate has undertaken an early entry and exam grade achieved does not exceed the expected prediction for that subject
  2. Where a candidate has experienced extenuating circumstances at some point during the course. Written submission should be made the student, parent/carer to the Principal to request a retake
- In all other circumstances the candidate may undertake a retake, but fees will be paid by the candidate.
- Candidates are allowed to retake a subject at GCE AS Level – fees will be paid by the candidate.
- Candidates are allowed to retake a subject at GCE A2 Level – fees will be paid by the candidate.

## **5. Exam Fees**

- GCSE initial registration and entry exam fees are paid by the Academy.
- GCE AS Level initial registration and entry exam fees are paid by the Academy.
- GCE A2 Level initial registration and entry exam fees are paid by the Academy.
- BTEC – The registration fee will be paid for by the Academy. A letter will be sent to all those students who have agreed to undertake a BTEC Course, detailing the one or two year commitment. If they

decide to withdraw after the scheduled deadline set out by the Awarding Body, an invoice for the full registration fee will be issued to the student).

- Late entry or amendment fees will be requested from the faculty responsible.
- Reimbursement will be sought from candidates who request late entry or amendments.
- Candidates or faculties will not be charged for changes of tier/withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies and in conjunction with the deadlines published by the Exams Officer.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- Retake fees for first and any subsequent retakes are paid by the candidates (see also section 4.3: Retakes).
- Should the Academy not uphold a request for an Enquiry about Results (EARs), and the candidate insists on pursuing the enquiry, the candidate will have to approach the Awarding Body directly (see also section 12.2 EARs (Enquiries about Results)).

## **6. Special Needs and Access Arrangements & the Equality Act**

### **6.1 Special Needs**

- A candidate's special needs requirements are determined by the SENCO, doctor and the educational psychologist/specialist teacher.
- The SENCo will inform subject teachers of any candidates with special educational needs who are on a course leading to an exam. The SENCo will also be aware of the details of that exam (e.g. date, time, location). The SENCo can then inform the relevant member of staff of any special arrangements that individual candidates are entitled to (when agreed by the appropriate Awarding Body) during the course and in the exam.

### **6.2 Access Arrangements**

- Making special arrangements for candidates to take exams is the responsibility of the SENCo in conjunction with the Exams Officer.
- Submitting completed access arrangement applications to the Awarding Bodies is the responsibility of the SENCo in conjunction with the SEN Assistant. A signed Data Protection Notice will also be required from each candidate as Access Arrangements are applied for on-line.
- Rooming for Access Arrangement candidates will be arranged by the Exams Officer with the assistance of the Systems manager.
- Invigilation and support for access arrangement candidates will be organised by the Exams Officer and the Special Needs Administrator.

### **6.3 Equality Legislation**

- All examination centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the SLT.

## **7. Managing Invigilators and Exam Days**

### **7.1 Managing Invigilators**

- The recruitment of invigilators is the responsibility of HR and the Exams Officer.

- The training of invigilators is the responsibility of the Exams Officer. Invigilators are trained, timetabled and briefed by the Exams Office
- The day-to-day line management and general management of the invigilation team is the responsibility of the Exams Officer
- Securing the necessary DBS clearance for new invigilators is the responsibility of Ark HR.
- DBS fees for securing such clearance are paid by Ark.
- Invigilators' rates of pay are set by the Business Manager, in line with LA current practice.

## 7.2 Exam Days

- The Exams Officer will book all exam rooms after liaison with the Cover and Personnel Manager and make the question papers, other exam stationery and materials available to the invigilators.
- Site management is responsible for setting up and dismantling the allocated rooms. The Exams Officer will ensure that sufficient notice and guidance is issued on the requirements for each exam room.
- The **team leader will start all exams** in accordance with JCQ guidelines.
- No subject teacher is allowed into the exam room. If they do find themselves in the exam room at the same time as an opened exam paper they will be required to remain in the exam room for the duration of the exam.

## 7.3 Exam Security

- **Exam papers must not be read by subject teachers or removed from the exam room before the end of a session unless it is to check a possible problem with the relevant Awarding Body.** Examination papers will be made available to the Head of Faculty 24 hours after the exam – **however**, should any exam paper have been written on, **all** the exam papers from that exam must be returned to the Awarding Body.

## 8. Malpractice

- Candidates to be briefed on malpractice before examination series begin.
- In the event of suspected malpractice, the candidate(s) must be warned that they may be removed from the examination room. The candidate(s) must also be warned that the awarding body will be informed and may decide to disqualify them.
- The invigilator must record what has happened. They will also need to give a written statement and sign it.
- Wherever possible, the invigilator should remove and keep any unauthorised material that the candidate may have in the examination. If necessary, the invigilator should summon assistance.
- The head of centre must report to the awarding body, as soon as possible, all cases of suspected or actual malpractice in connection with the examination. Form JCQ/M1 must be completed by the examinations officer, and authorised by the head of centre. In conjunction with this, the suspected candidate(s) must:
  - Be informed of the allegation(s) against them
  - Be advised that a copy of the JCQ publication suspected malpractice in examinations and assessments: policies and procedures can be found on the JCQ website
  - Know what evidence there is to support the allegation
  - Know the possible consequences should malpractice be proven
  - Have had the opportunity to consider their response to the allegations
  - Have had the opportunity to submit a written statement
  - Have the opportunity to seek advice and to provide a supplementary statement
  - Have been informed of the applicable appeals should a decision be made against them



- Have been informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies and regulators and/or the police

The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room. If malpractice is proven, the candidate will be charged the cost of the exam entry, at the centres discretion.

## 9. Candidates, Clash Candidates, External Candidates and Special Considerations

### 9.1 Candidates

- The Academy's published rules on uniform, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the Academy accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the exam room only for a genuine purpose resulting in an immediate return to the exam room, **in which case a member of the invigilation staff must accompany them.**
- **Candidates MAY NOT leave the exam room until the end of the exam unless prior agreement has been obtained from the Exams Officer.**
- The Team Leader is responsible for the reporting of candidates who are late for their exams, or do not turn up at all (support available – see 1.9: Administrative Staff).

### 9.2 Clash Candidates

- The Exams Officer will be responsible for arranging escorts and secure venues for candidates with timetable clashes.
- Should a candidate need to be kept in isolation overnight, written agreement must be sought from the parent/carer to ensure that the candidate has no contact or communication with anyone from outside the immediate household by any means (e.g. in person, via telephone or e-mail). This must also be agreed with the Awarding Body.

### 9.3 External Candidates

- External candidates may sit examinations at the centre at the discretion of the Head of Centre.
- A 10% administration charge will be levied for every examination together with a 2.75% charge to cover public liability insurance.

### 9.4 Special Consideration

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the Academy or the exam invigilator to that effect.
- Any Special consideration claim must be supported by appropriate evidence within five days of the exam (e.g. a letter from the candidate's doctor). The Exams Officer will then forward a completed Special Consideration form to the relevant awarding body within seven days of the exam.

## 10. Coursework and Appeals Against Internal Assessments

### 10.1 Coursework

- Candidates who have to prepare portfolios should do so by the end of the course of Academy Curriculum defined date.
- HOFs will ensure all coursework is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent, when it was sent and to whom.
- Marks for all internally assessed work are provided to the Exams Office by the HOFs
- HOFs must ensure that any additional access arrangements are applied to all coursework requirements

### 10.2 Appeals Against Internal Assessments

- The Academy is obliged to publish a separate procedure on this subject, which is available from the Exams Office.

## 11. Controlled Assessments requirements for the Centre

- Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting; task taking and task marking
- Controlled assessment has replaced coursework in new GCSE specifications and also applies to internally-assessed Principal Learning units within Diploma qualifications.
- Controlled assessment measures subject specific skills that may not necessarily be judged by external assessment.
- Depending on the level of control defined within the specification, controlled assessments may take place for example:
  - in a normal timetabled lesson or other defined session under supervised conditions;
  - entirely within the centre under supervision with controlled access to resources; or
  - outside the centre and involve research with limited supervision.
- Controlled assessments may take place at any time during the course. However, centres **must** ensure that the controlled assessment task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.
- All controlled assessments must be conducted in accordance with JCQ Guidance: 'Instructions for Conducting Controlled Assessments' in addition to the requirements for the particular awarding body of the controlled assessments. It is the responsibility of the Head of Faculty/Faculty to ensure that all requirements are met for the examining year.
- All subjects requiring completion of controlled assessment require that an annual risk assessment is completed (See Appendix A)

### Requirements for the Completion of Controlled Assessments:

#### SLT:

**Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.**

- At the start of the academic year, begin coordinating with HOFs to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of KS4).
- Map overall resource management requirements for the year. As part of this resolve
  - clashes/ problems over the timing or operation of controlled assessments.

- issues arising from the need for particular facilities (rooms, IT networks, time out of Academy etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

### **Heads of Faculty**

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
  
- **Teaching staff**
- Understand and comply with the general guidelines contained in the JCQ publication Instructions for conducting controlled assessments.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply to the exams office details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.
  
- **Exams office staff**
- Enter students for individual units, whether assessed by controlled assessment, external exam or onscreen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.

For further guidance and support on controlled assessments please refer to the QCDA Guidance in Appendix B **Special educational needs coordinator/additional learning support**

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

## **12. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)**

### **12.1 Results**

- Candidates will receive individual results slips on results days in person at the Academy, or by post to their home addresses (candidates to request this and provide a stamped addressed envelope).
- Arrangements for the Academy to be open on results days are made by the Principal.
- The provision of staff on results days is the responsibility of the SLT
- The Academy aggregates at the end of Year 12 for GCE AS Level grades.

### **12.2 EARs**

- EARs may be requested by Academy staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidates will be required to put their request for a re-mark in writing and be made aware that marks can go up or down. If there is no change of grade or a grade is lowered, the candidate will be liable for the re-marking fees.
- When the Academy does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged (see section 5: Exam Fees).

### **12.3 ATS**

- After the release of results, candidates may ask subject staff to request the return of papers within five days' scrutiny of the results in January and by 10<sup>th</sup> September for summer exams.
- If a result is queried, the Exams Officer, HOF and Principal will investigate the feasibility of asking for a re-mark.
- Academy staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once the original script has been requested. Therefore, if it is possible that a re-mark will be requested a copy of the original script should be obtained from the Awarding Body.

## **13. Certificates**

- Certificates may be collected by a candidate or on behalf of a candidate by a third party. Written authorisation from the candidate will be required in the case of third party collection.

- Certificates can be posted – students must provide an A4 envelope with sufficient postage for Recorded Delivery (current average cost approximately £2.50) accompanied by a completed Recorded Delivery postage slip. The Academy cannot take responsibility for any certificates that have been posted.
- Candidates will be asked to pay outstanding fees on or before collection of their certificates.
- The Academy retains certificates for five years (the legal requirement is one year) after which they will then be sent for disposal.

## Appendix 1: Examinations Contingency Plan

Category	Criteria	Recommended Action
Examinations Officer absent	Examinations Officer is unwell, or post is vacant.	In the event of the Examinations Officer being absent, the tasks and duties of the role will be assigned to Chris Connor, Vice Principal.  Chris Connor should have sufficient oversight of the administration of examinations in order to be able to provide contingency.
Disruption of teaching time – Academy is closed for an extended period	The Academy 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.	Students taught off-site where practical/required. Guidance sought from DfE.
Disruption in the distribution of examination papers	Disruption to the distribution of examination papers to the Academy in advance of examinations.	Request that awarding organisations send electronic copies of examination papers via secure means.
Candidates unable to take examinations because of a crisis - Academy remains open.	Candidates are unable to attend the Academy to take examinations as normal.	Academy to identify if examination can be sat at an alternative venue, in agreement with the relevant awarding organisations and with due respect to JCQ guidance.  Candidates to have opportunity to sit missed examinations during next available series.  Academy to apply for special consideration for candidates who have met the minimum requirements, with due respect to JCQ guidelines for special consideration.
Academy unable to remain open as normal during examination period.	Academy unable to open as normal for scheduled examinations.  Where the Academy is unable to open as normal for examinations the Head of Centre must inform each awarding organisation with which examinations are due to be taken as soon as is possible.  As part of general planning for emergencies, the Academy will cover the impact on examinations. The responsibility for deciding whether it is safe for the Academy to open lies with the head of centre. The head of centre is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the Academy is able to open.	Academy to open for examinations and examination candidates only, if possible.  Academy to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with another education setting or use other public building, if possible)  Academy may offer candidates an opportunity to sit any examinations missed at the next available series  Academy to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.
Disruption to the transportation of completed examination scripts.	Delay in normal collection arrangements for completed examination scripts.	In the first instance the Examinations Officer must seek advice from awarding organisations and the normal collection agency regarding collection and ensure secure storage of completed examination scripts until collection.
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 in consultation with the regulators.  Candidates to retake affected assessment at subsequent assessment window where suitable.
Academy unable to distribute results as normal	Academy unable to access or manage the distribution of results to candidates, or to facilitate post results services (e.g. EAR's).	Examinations Officer to contact awarding organisations about alternative options, e.g. 1) access its results at an alternative site 2) coordinate access to post results services from an alternative site 3) share facilities with other centres if this is possible.