Green Lane School

Policy on Exam Disruption Due to National or Local Emergencies

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Reviewed 1/5/25 Next review date 1/5/26

Policy on Exam Disruption Due to National or Local Emergencies

Centre Name: Green Lane Community Special School

Policy Owner: Exams Officer / Head of Centre

Reviewed: 1/5/25

Next Review: 1/5/26

1. Purpose

This policy outlines the contingency arrangements to minimise disruption to the administration of examinations in the event of a national or local emergency (e.g., severe weather, public health crisis, terrorist threat, utility failure) occurring near or during the exam period. It aligns with JCQ regulations and government guidance.

2. Scope

This policy applies to all general and vocational qualifications covered by JCQ regulations, taken by candidates at Green Lane School.

3. Roles and Responsibilities

Head of Centre: Overall responsibility for implementing the policy and liaising with awarding bodies.

Exams Officer: Operational lead for putting contingency plans into action.

SLT and Site Team: Support logistical arrangements and communication.

Invigilators: Follow instructions as per contingency arrangements.

4. Preventive Measures and Readiness

Maintain accurate and up-to-date candidate timetables and contact information.

Ensure all exam venues have suitable backup arrangements (e.g., alternative rooms, power supply).

Keep digital and hard copies of exam schedules, seating plans, and candidate details.

Maintain open communication lines with staff, students, parents/carers, and awarding bodies.

Monitor national/local news and alerts for potential disruption indicators.

Ensure key exam staff have access to JCQ guidance and contingency planning documents.

5. Emergency Response Procedures

In the event of an emergency, the centre will:

Assess the Situation

Determine the nature and scale of the disruption.

Liaise with local authorities or emergency services, if appropriate.

Communicate Promptly

Inform all stakeholders (students, parents, staff) using multiple channels (email, SMS, website, social media).

Notify awarding bodies as soon as possible and follow their specific guidance.

Implement Contingency Plans.

Relocate exams to alternative venues, if the main centre is inaccessible.

Adjust staffing as needed, e.g., reschedule or redeploy invigilators.

Consider staggered start times or remote invigilation, if approved by awarding bodies.

Protect Exam Integrity.

Follow JCQ instructions to maintain the security of exam materials.

Store papers securely at all times and report any breach immediately.

6. Special Considerations

Apply for special consideration through awarding bodies for candidates directly affected by the disruption.

Support students with counselling or other services if the emergency has a significant emotional impact.

7. Post-Incident Review

Conduct a debrief with all staff involved to evaluate the effectiveness of the response.

Log any incidents and submit required reports to JCQ and awarding bodies.

Update this policy based on lessons learned.

Approved by: J Mullineux

Date: 1/5/25