

## ASSESSMENT CONTINGENCY PLAN (specifically for amended arrangements, Summer 2021)

Next date for review: October 2021

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Event	Example	Likelihood	Impact	Mitigation / possible solutions
Disruption of teaching time	Full or partial Covid closure Other event causing school to close	High	Medium	Move to remote learning for affected year groups Delay assessment dates
Full or partial school closure on day of 'counting assessment'	Self-isolation from positive Covid case	High	High	Use of 'further assessment window' for affected candidates Affected candidates sit exam at home with 'virtual invigilation'
Paper security failure	Some students become aware of assessment content	Low	High	Change content of future 'counting assessment' papers Add additional (replacement) assessment in 'further assessment window' Discount 'counting assessment' evidence and use other evidence collected through the course
Loss of / damage to scripts	Scripts misplaced / stolen, fire / flood / water damage	Low	High	Ensure secure storage of completed scripts (including when marked) Add additional (replacement) assessment in 'further assessment window' Use other evidence collected through the course.
Inability to distribute results as normal	School closure	Low	Low	Make arrangements to share results electronically.
Inability to offer post results services	System failure	Low	Medium	Make arrangements to provide post results services for candidates through alternative methods (e.g. off-site Internet access, use of school mobile phones, use of LSP Primary School site for in persona support) Prioritise candidates going through UCAS
Fire alarm sounding during an assessment	System failure False alarm Real fire	Medium	Medium/ High	See " <a href="#">Emergency Evacuation Instructions</a> " Additional time / consideration given due to disruption
Candidate unable to write	Sports injury	High	Low	Trained staff available to act as scribe

Candidate unable to attend school to sit assessment	Sickness bug Physical injury	Medium	Low	Investigate whether the assessment can be taken at alternative venue Use of 'further assessment window' for affected candidates Apply 'special consideration' adjustment
Candidate suffering from nerves which may affect performance	High anxiety	High	Medium	Students offered counselling and support beforehand Supervised quiet room available before the assessment Candidates seated at back or near exit
Candidate was not present at start of assessment	Travel problems	Medium	Medium	Attendance officer informed. Full time to be given to student.
Examinations Officer absent on day of exam	Illness	Low	Medium	Data Manager to redeploy other members of Data / Exams team. SLT involvement as necessary.

In the event of disruption to assessments, Gordano School is responsible for:

- Communicating with candidates, parents and carers
- Preparing plans for any disruption to exams as part of general emergency planning
- Preparing candidates for assessments
- Ensuring assessments are taken under consistent 'high control' conditions for all students, with any 'Exams Access Arrangements' in place as confirmed applicable
- Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions
- Deciding whether the centre can open for assessments as scheduled
- Exploring the opportunities for alternative arrangements if the school cannot open for assessments
- Judging whether candidates meet the requirements for special consideration as a result of any disruption
- The distribution of examination results to candidates
- Offering a post results service