



BENSHAM MANOR *School*

Examination System Continuity Plan

Last Reviewed - October 2025

Next Review - October 2026



PURPOSE

In case of localised disruption to Bensham Manor 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 Bensham Manor School and its pupils.

The key to dealing with any disruption is communication. This is particularly important with regards to any form of disruption that affects individual pupils and external examinations.

The advice in such cases is to contact Bensham Manor School at the earliest opportunity by

Telephone number: 020 8684 0116

Examinations Officer: lauramatthews@benshammanor.com Mobile: 07940 825 875

School Office: theoffice@benshammanor.com Mobile: 07765 570 931

Head Teacher: fiona.robinson@benshammanor.com Mobile: 07591 203 215

ICT Technician: stuartwooley@benshammanor.com Mobile: 07714 245 869

Site Manager: Mobile: 07714 245 880

This document should be read in conjunction with the relevant sections of the school's website dealing with weather updates and bad weather procedures.

The term 'Centre' in this policy refers to Bensham Manor School, Ecclesbourne Road, Thornton Heath, CR7 7BN

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- learning could take place at Carew Academy (see whole school Continuity Plan)

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.
- Awarding Organisations to source alternative couriers for delivery of hardcopies.

CANDIDATES UNABLE TO TAKE EXAMINATIONS BECAUSE OF A CRISIS - CENTRE REMAINS OPEN

If candidates are unable to attend the 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.

CENTRE IS UNABLE TO OPEN AS NORMAL DURING THE EXAMINATION PERIOD

Centre unable to open as normal for scheduled examinations

In an emergency situation where the secure room and secure storage facility cannot be accessed and we will need to invoke a contingency arrangement, the JCQ Centre Inspection Service must be contacted immediately and Awarding Bodies informed as soon as possible. The responsibility for deciding whether it is safe for a Centre 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 they are able to open.

- Centre to use alternative venues in agreement with relevant Awarding organisations (e.g. share facilities with other Centres) Arrangements have been made to sit exams at Carew Academy, Sutton. Contact: Natalie Taylor
- 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).
- All relevant and necessary information will be stored in Google Drive-to include exam timetables, Awarding Body passwords, list of pupils entered for each exam, pupil contact details, all policies related to examinations, contact details for key staff.

Centre to open for examinations and examination candidates only, if possible.

DISRUPTION TO THE TRANSPORTATION OF COMPLETED EXAMINATION PAPERS

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

- Centre to seek advice from Awarding Organisations.
- Centre to ensure secure storage of completed examination papers 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
- Candidates to retake affected assessment at subsequent assessment window

EXAMS OFFICER IS UNABLE TO FULFIL ROLE

If Exams Officer is unable to come to work due to illness, injury or other crisis.

- Louise Brown is able to fulfil the duties of the Exam's Officer on examination days with the assistance of other members of the Senior Leadership team and Administration Team. A mock exam will be led by Louise
- Keys to secure storage are kept in the key safe outside the secure storage. Named key holders are Laura Matthews, Beverley Carabache, Alison Haynes and Louise Brown
- Key information about exams is stored in Google Drive.
- Telephone numbers for Awarding Bodies/exams officer support

Centre Number 14306

WJEC-0292026 5193/4 Edexcel-0344 463 2535 AQA-0800 197 7162 OCR-01223 553 998
Gateway-01206 911 211 Ascentis -01524845046

Other policies linked to this Policy: Bensham Business Continuity Plan, Examinations Policy, COVID 19 Policy

Joint Contingency Plan

<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>