



Examinations Contingency Plan

Contingency planning for exams administration is the responsibility of the Academy Leadership Team.

During an exam, in the case of an emergency where the school fire alarm is set off, the Exams Emergency Procedure will be followed. (see separate document)

In the event of events which necessitate the closure of the school of essential parts thereof, this centre will make every effort to run the exam wherever possible.

Where there is an option to keep parts of the buildings operational, priority will be given to the continuance of examinations ahead of other school activities.

Where weather conditions make it problematic for the school to be open for normal lessons, exams will still take place, providing there is adequate heat, light and other essential facilities and the exam can be invigilated properly.

In circumstances where it is impossible to open the school site for examinations the following venues will be considered in the following order. These organisations understand that they are named within this contingency plan and are experienced in hosting exams and have the appropriate facilities and equipment:

1. King's Lynn Academy (neighbour, partner school)
2. College of West Anglia (sponsor College)
3. Springwood High School (nearby school)
4. LynnSport (nearby venue used by the College for exams)
5. West Norfolk Professional Development Centre

Where alternative venues are proposed, the Head of Centre or their deputy in their absence, will contact the appropriate exam board(s) to explain the proposed change and seek their advice and permission.

In addition, should it be impossible to access papers (in the case of a fire for instance), the Exams Officer will advise the appropriate exam board(s) as soon as possible so that alternative arrangements may be made, e.g. emergency despatch, or download from a central server so that papers may be copied.

Where events make travel to the exam venue difficult, including alternative venues being difficult to reach for candidates, the school will deploy additional resources where possible, such as the school's own minibuses, use of local authority transport and taxis.

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During any period of uncertainty, for example a period of continuing bad weather, the Exams Officer will take a copy of the following day's candidate entry lists and contact details home each night, in case the school is closed. The Head of Centre and Exams Officer will.

- keep a list of planned exams / invigilation arrangements and ALT contact details.
- make sure that ALT have a copy of the exam timetable.
- ensure that any announcement about school closure should be specific if scheduled exams are affected.
- health and safety should be paramount (for example heat, light, accessible buildings, etc).
- start exams as early as possible in the session to allow for early departure.
- lock papers away securely if Parcelforce Worldwide don't come to collect.
- apply for special consideration if necessary.
- be aware that special consideration will only be granted if there are no further opportunities for re-take prior to certification.

The centre will offer candidates an opportunity to sit any examinations missed at the next available series at no additional cost.

Centre Closure Plan

Should extremely bad snowfall, inclement weather, or any other reason, prevent the school from opening, the decision to close will be made by the Principal.

- Closure will be announced via the Norfolk School Closures website, which will in turn be accessed via local media.
- Local radio stations will be informed so that the name of the school can be added to the list for announcement of school closures.
- If school closure coincides with a scheduled external exam, specific information relating to the title of the exam will be relayed to local radio stations.
- Information regarding closures and its impact on exams, including any alternative arrangements, will also be published via the school website and those concerned will also be signposted to the appropriate posting via school social media feeds.
- The Heads of Year will liaise with the Principal and the Exams Officer to arrange to contact exam students, to ensure they understand that the school is closed and that they are aware of any alternative arrangements.

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