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Examination contingency plan

I. Purpose

This examination contingency plan was elaborated by Burundi English School in the aim to examine the potential issues that can seriously undermine /disrupt the exam process. The plan also outlines possible actions or procedures to be applied in order to minimize as much as possible the impact of these disruption on the whole exam process.

II. Key staff involved

- Head of school
- Academic Director
- Discipline in charge
- Senior teacher (s)
- Examination officer
- Other teaching staff if necessary

III. Types of exams

1. Trimestral exams

B.E.S school calendar follows the National public school system scheme of 3 trimesters. The school year usually begins in the month of September to end in the following year in July. As in the National public school system, at the end each of the 3 trimesters exams are organized in the following scheme:

- First term exams: (in December)
- Second term exams: (in March-April)
- Third term exam: (in June)

2. Off-series exams

Every time, one week prior to trimestral exams, some subjects are done as off series exams, these are usually subjects like Physical education, listening (as part of the English/French exam), Practical exams , IT and any other subject depending on the school's decision.

3. Individual Catch-up exams.

1. Catch-up exams are done during the second week of the next term, a timetable is issued by the Academic Director on the first day of the next term.

2. All cases of exams missed are signaled to the Academic Director before the day of term results release.
3. Catch-up exam questionnaires are availed by the respective teachers(in hard copy and electronic copy) to the Academic Director in the first 5 days of the next term

IV. Procedure for requesting (a) catch up exam (s)

To be allowed to sit a catchup exam, every student has to:

- fill in a catchup exam request form
- obtain an approval of the discipline in charge. (see appendix)

3.Retake exams

- Retake exams take place after the compilation and the annual results release.
- Retake exams are organized for students who have first to improve their results in some of the subjects in order to pass to the next grade (**according to “deliberation criteria”**)
- The maximal duration for retake exams is 5 days and the final results are released one day after the last exam.

V. Possible causes of disruption to the examination process

1. Long absence of the teaching staff at the key point in the exam process

- exam questionnaires for some subjects are not availed by teachers.
- Exam copies are not marked on time to allow students' claim.
- marks are not availed to write report cards.

School actions to mitigate the impact of the disruption

- The school has reserved exams that can be used in case of emergency.
- Claims can be postponed to the next term.
- a substitute teacher can be designated to mark copies and avail results.

2. Lack or absence of invigilators

- Invigilators' absence during a period of exams .
- Invigilators' absence on the day of a particular exam.

School actions to mitigate the impact of the disruption

- appoint a qualified non-teaching staff member(s) to replace the absent invigilator(s).
- B.E. S has a network of contact who can be called up to support whenever necessary.
-

3. Unavailability of exam rooms due to unexpected extreme circumstances at the last minutes.

- some exam rooms are unavailable due to unexpected circumstances at the day of exams.
- exam rooms are insufficient due to errors made during seating arrangement planning.

School actions to mitigate the impact of the disruption

- BES has a multi-purpose room that can be used to replace the unavailable exam room (s)

4. An emergency evacuation of the exam room.

- Evacuation due to fire.
- Evacuation due to any natural disaster.

School actions to mitigate the impact of the disruption

- the exam is postponed to another day within the same exam period. However, if the exam has already started, the school uses reserved exams.

5. Students at risk of not being able to take exams due to various reasons.

students at risk of not being able to take exams due to:

- epidemics.
- natural disaster.
- any kind of insecurity.

School actions to mitigate the impact of the disruption

- BES can reorganize special session(s) of catch-up exams for all the students who did not take the exams.

6. The school at risk of not being able to open as normal during the examination period.

- due to epidemics.
- natural disaster.
- any kind of insecurity.

School actions to mitigate the impact of the disruption

- BES can reorganize special session(s) of catch-up exams for all the students who did not take the exams.
- BES follows instructions from the Ministry of National Education.

7. Disruption in the distribution of questionnaires.

- errors during multiplication of questionnaires including missing pages or unreadable data.
- multiplication of wrong questionnaires due to errors in timetable reading.
- multiplication of insufficient numbers of questionnaires.

School actions to mitigate the impact of the disruption

- BES has equipment such as photocopy machines, printers and electric generator that allows the school to quickly address such cases of last-minute shortages.

8. Case of missing copies after an exam.

- cases of damaged copies before they can be marked due to bad weather or any kind of accident.

School actions to mitigate the impact of the disruption

- The BES examination contingency team gathers to study the matter and decide whether :
-to generate the students marks for the affected assessment based on other appropriate evidence of their achievements among others ongoing assessment.
-to arrange retake exams for the students.

VI. Appendix

CATCH-UP ASSESSMENT REQUEST FORM

1. Student's identification

- Student's name.....
- Grade

2. Information about the assessment missed

- Type of assessment
- Subject
- Date
- Time

3. Reason for student's absence (tick the right option)

Today Creates Tomorrow

Illness /health condition		Precise
Loss of a close relative		Date
Funeral ceremonies of a close relative		Date
Other (Please precise)		

4. **Document (s) attesting the reason for the absence were supplied.**

(Yes, No)

Type of document supplied (tick the appropriate option)

1. Medical papers(s)	
2. Parent's/ tutor's written correspondence	
3. Other (please precise)	

Decision made (by the discipline in charge)

1. Reason(s) for refusal	Inaccurate explanation (s)		Other (precise):
	Incoherent document(s)		
	No justifying document(s)		

Signature of the discipline in charge