Denton
COMMUNITY
COLLEGE

Exam Contingency Plan 2021

Contents

Purpose of the plan 3
Causes of potential disruption to the exam process 3
1. Exam officer extended absence at key points in the exam process (cycle) 3
2. SENCo extended absence at key points in the exam cycle 4
3. Teaching staff extended absence at key points in the exam cycle 5
4. Invigilators - lack of appropriately trained invigilators or invigilator absence 5
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice 5
6. Failure of IT systems 6
7. *Disruption of teaching time – centre closed for an extended period 6
8. *Centre unable to open as normal during the exams period 6
9. *Candidates unable to take examinations because of a crisis – centre remains open 7
10. *Disruption to the transportation of completed examination scripts 7
11. *Assessment evidence is not available to be marked 7
12. *Centre unable to distribute results as normal 7
Further guidance to inform and implement contingency planning 8

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Denton Community College. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that *"Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."*

Causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- *Planning*
- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines sufficient invigilators not recruited and trained
- *Entries*
- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment awarding body entry deadlines missed or late or other penalty fees being incurred
- *Pre-exams*
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators *Exam time*
- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
- access to examination results affecting the distribution of results to candidates the facilitation of the post-results services Centre actions:
- *Planning*
- Link SLT member has knowledge of data collection procedure and documents required.
- Business manager to ensure enough Invigilators available. Consult Cover manager to contact agencies if there is a shortage.
- *Entries*
- Administration staff/Member of SLT to shadow exams officer to understand entry procedures and documents required. Training given in use of Examinations administration and entry software. Recently retired exams officer on call to act as consultant as necessary.

- Details of LA contacts and other examinations officers made available to administration staff/SLT link. Copies made and held securely in Exams Office.
- Logins and passwords made available to exam board websites etc. for administration/SLT link staff. Copies made and held securely in Exams Office.

Pre-exams

- Administration staff to shadow exams officer to understand pre-exam procedures and documents required. Training given in use of Examinations administration and entry software.
- Keys to exams office secure storage made available through Business Manager for Administration staff/SLT link and training provided in storage procedures of papers, spare stationary, attendance lists and envelopes/address labels. Lists of contents of exam cupboards clearly sign posted in exams office.
- Dol's / lead teachers to take responsibility for internal assessment samples and marks coordinated through administration staff/SLT link.

Exam time

- Invigilators have been given further training in examination administration including completion of attendance registers, packaging of scripts and writing reports.
- Invigilators to access exam papers and set out room(s) under supervision of administration staff/SLT link.

Results/Post results

- Administration staff to shadow exams officer to understand results and post results procedures and documents required. Training given in use of Examinations administration and entry software.

2. SENCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- *Planning*
- candidates not tested/assessed to identify potential access arrangement requirements
  evidence of need and evidence to support normal way of working not collated
- *Pre-exams*
- approval for access arrangements not applied for to the awarding body
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained
- *Exam time*
- access arrangement candidate support not arranged for exam rooms Centre actions:

- *Planning*
- Testing and evidence of need carried out at least 1 year before the exam series to be taken. Specialist teacher can perform these tasks.
- Educational Psychologist can be bought in if required.
- *Pre- exams*
- Approval for access arrangements and modified papers can be applied for by Specialist teacher or exams officer.
- Specialist teacher or exams officer can train and allocate support staff. Training to be bought in from Communicate Ed.
- *Exam time*
- Specialist teacher or exams officer can train and allocate support staff.

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan Key

tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received*
- *Final entry information not provided to the exams officer on time; resulting in:*
- *candidates not being entered for exams/assessments or being entered late*
- *late or other penalty fees being charged by awarding bodies*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

Centre actions:

- *Entries*
- Exams officer to work with DOL's and senior management to identify problems and make the necessary early entries and final entries to avoid late fees.
- *Internal assessment*
- Marks and samples organised by DOL's/lead teachers in case of extended teacher absence.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam* Centre actions:

- *Recruitment*
- Exam officer to review no. of invigilators well before exam season and instigate recruitment as necessary.
- *Invigilator absence/shortage*
- In extreme situations invigilators bought in from external agency or trained Administration staff used to cover short term situations.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an expected incident at exam time* Centre actions:

- *Rooming*
- Rooming of exams organised well before the exam session by exams officer in conjunction with cover manager who has an overview of rooming. Any problems identified and appropriate re-rooming sorted out to accommodate exams. Senior management informed of potential problems.

6. Failure of IT systems

Criteria for implementation of the plan

- *MIS system failure at final entry deadline*
- *MIS system failure during exams preparation*
- *MIS system failure at results release time* Centre actions:

- *Entries/preparation*
- Exams officer to make entries at least 1 week before any deadline allowing ICT support team to resolve any problems.
- *Results*
- Exams officer to ensure that a member of ICT support is available during the week of results day to resolve any issues.
- Exams officer to arrange access to exam board websites as an alternative to using MIS system to download student results.
- Exams officer to prepare spreadsheet as an alternative way to analyse results data.

7. *Disruption of teaching time – centre closed for an extended period

*Criteria for implementation of the plan

- Centre 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.

Centre actions:

- Alternative methods of providing learning and support provided by Centre.
- Contact students via e-mail and through school website.
- Arrange teaching of key groups at alternative venues e.g. community halls, libraries etc.
- Extra teaching time arranged during holiday periods and after school to make up for lost time.

8. *Centre unable to open as normal during the exams period

*Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

**In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.* Centre actions:

- Centre to open for examinations and exam candidates only if possible.
- Centre to inform candidates by all possible means of the arrangements made to sit the examination either at the site or an alternative site.
- Exams officer to contact exam board(s) to make alternative arrangements to sit exams off site where appropriate.
- Seek alternative venues (another school, Community Hall) with advice from LEA.
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

9. *Candidates unable to take examinations because of a crisis – centre remains open

*Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Emergency evacuation needed during an examination Centre actions:

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations

JCQ guidance on alternative site arrangements can be accessed through the JCQ website

- Students evacuated in line with the College examination evacuation policy (see policy) and supervised until a return to the examination is possible.
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.
- If return to examination impossible, awarding body informed and special consideration applied for.

10. *Disruption to the transportation of examination scripts

*Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts Disruption in the delivery of examination papers Centre actions:

- Centre to seek advice from awarding bodies.
- Centre to store completed scripts under secure conditions until collection.
- Centre to download electronic copies of papers from Awarding Bodies.

11. *Assessment evidence is not available to be marked

*Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
- Controlled/ Non examination assessment(s) lost Centre actions:

- Centre to inform awarding bodies if problem arises at centre, otherwise awarding body to award marks in accordance with its own procedures.
- Centre to inform awarding bodies if problem arises at centre via lost/destroyed assessment procedure and estimated or actual marks submitted, otherwise awarding body to award marks in accordance with its own procedures.

12. *Centre unable to distribute results as normal

*Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate postresults services Centre actions:

- centre to make arrangements to access its results at an alternative site (consult LEA)
- centre to make arrangements to coordinate access to post results services from
- an alternative site (consult LEA)
- centre to share facilities with other centres if this is possible.

*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

Further guidance to inform and implement contingency planning

Ofqual

Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf

GOV.UK

Emergencies and severe weather: schools and early years settings https://www.gov.uk/emergencies-and-severeweather-schools-and-early-years-settings

Teaching time lost due to severe weather conditions https://www.gov.uk/government/publications/teaching-time-lostdue-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions

Dispatch of exam scripts guide - Contingency planning https://www.gov.uk/government/publications/dispatch-of-examscripts-yellow-label-service/dispatch-of-exam-scripts-guide

JCQ

Guidance on *alternative site arrangements* http://www.jcq.org.uk/exams-office/forms

Instructions for conducting examinations http://www.jcq.org.uk/exams-office/ice---instructions-for-conductingexaminations

Guidance on *access arrangements and special consideration* http://www.jcq.org.uk/exams-office/access-arrangementsand-special-consideration