



Exam
contingency
plan

2016/17

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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 Winstanley Community College. By outlining actions/procedures to be invoked 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*.

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:

- The centre would receive support from the multi academy trust.
- Detailed systems are in place to support daily exam routines.
- Lead invigilator to liaise and support the centre for daily exam routines.

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:

- Two members of staff working in the SEN department are trained to deliver all the above criteria in the absence of the SENCo
- Work closely with the Exams Officer for support and guidance.
- An external agency would be used to test/assess to identify potential access arrangements requirements and the centre would liaise with partner schools.

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:

- Head of Department and / or a member of the Senior Management Team would be used to deliver all the above criteria in the event of staff 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 and training is done well in advance.
- The Exams Officer would ensure that the centre has more invigilators than the required minimum.
- The centre would re allocate internal staff to cover any shortfall.

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 unexpected incident at exam time

Centre actions:

- The centre would reorganise classrooms to meet the above criteria.

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:

- The Exams Officer and IT Manager would seek advice from the awarding body to arrange a solution.

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:

- The Head of Centre and Senior Leadership Team would take the necessary action.
- The centre would liaise with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- The centre would liaise with partner schools.

8. 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

Centre actions:

- Consideration would be given on an individual basis as to why they were unable to attend the examination centre. Special consideration may be applied for.

9. 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

Centre actions:

- The centre would communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre would communicate with parents, carers and candidates regarding solutions to the issue.
- Exams Officer and Head of Centre to explore alternative local venues, including liaising with partner schools.
- The centre will liaise with parents, carers and candidates regarding possible solutions.

10. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions:

- The Exams Officer would communicate with awarding bodies to organise alternative delivery of papers

11. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- Exams Officer would liaise with the awarding bodies regarding alternative arrangements.
- The Exams Officer would keep the scripts securely stored in the exams office.
- The Exams Officer could arrange to transport them to the Post Office for collection by Parcelforce.

12. 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

Centre actions:

- The Exams Officer would contact awarding bodies for advice.
- Special consideration would be considered.

13. 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 post-results services

Centre actions:

- The Exams Officer would contact awarding organisations about alternative options.
- The centre would liaise with parents, carers and candidates regarding possible solutions.