



# Draft Exam Contingency Plan

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## 1. 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 Lister Community School. 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.

## 2. Causes of potential disruption to the exam process

### 3. Exam Officer extended absence at key points in the exam process (cycle)

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:**

- SLT responsible for Examinations is able to fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership team and administration team.
- Extra help from support staff, lead invigilators.
- Help could be drafted from other centres from the Trust to provide assistance
- A member of the support staff with experience of exams could step in.

Help can be available via:

- The exams board website
- The Exams Office section of the JCQ website
- The Exams Office website

## **4. SENCo extended absence at key points in the exam cycle**

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
- Approval for access arrangements and reasonable adjustments 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:**

- Candidates will be assessed in advance of the AAO deadline.
- Work with Head of Learning Support to help identify any candidates not yet approved by examining body.
- Arranging testing, gather sufficient evidence.
- Apply online for approval.
- Exams Officer to identify any shortfalls in invigilation requirements and ensure that gaps are filled.
- Exams Officer to arrange training and SENCo assistant/Learning Support to provide training.

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

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:**

- Ensure that all faculties hold all marks and work is stored centrally to ensure this can be accessed by the Head of Faculty. This should also be available to the SLT link for that department.
- Head of Faculty to make decisions based on data for that class on what entries should be made for those students in absence of teacher.
- Head of Subject to provide Exams Officer with final entries, coursework marks.

**6. Invigilators - lack of appropriately trained invigilators or invigilator absence**

- 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:**

- Use provisional timetable and class size to determine invigilator numbers required.
- Cover Manager to provide suitable staff body as mentioned in the JCQ ICE book.
- Always ensure at a minimum of two extra invigilators are available should there be a shortfall.
- Have an agency linked to the school who can send in invigilators as and when needed.
- Ensure there is a quick summary guide available to any outsourced invigilators so that they are aware of how the examinations system runs at Lister Community School.

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

- 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:**

- SLT/Cover Manager to make decisions on what venues need to be freed up to the Exams & Assessment Manager around the school in order for examinations to take place.
- Meeting Rooms to be used.

**8. Failure of IT systems**

- MIS system failure at final entry deadline.
- MIS system failure during exams preparation.
- MIS system failure at results release time.

**Centre actions:**

- Ensure entries are made in good time.
- Awarding bodies to be informed of the situation and an extension to the deadline should be requested.
- Entries made via the awarding bodies secure website.
- MIS contractor and ICT team on standby to repair damage quickly.
- Special Consideration can be applied for in the event of a serious disruption.

- Request for approval from Awarding Bodies to use alternative site provision of ICT.
- Results can be obtained at an alternative site.
- Download results from Awarding Bodies Secure Intranet for Results Day.

## **9. Emergency evacuation of the exam room**

- Whole centre evacuation during exam time due to serious incident resulting in exam candidates being unable to start, process with or complete their exams

### Centre actions:

- Centre to inform the awarding body and special consideration to be requested

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

- 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
- *The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.* [Joint Contingency Plan (JCP) scenario 1]

### Centre actions:

- 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.
- Use Google classroom.
- Blended Learning.
- SLT to find alternative venue for teaching and examinations.

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

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

### Centre actions:

- Centre to communicate with relevant awarding organisations at the outset to make them aware of the issue.
- Centre to communicate with parents, carers and candidates regarding solutions to the issue.
- The centre to offer candidates an opportunity to sit any examinations missed at the next available series.

- 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 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.

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

- Centre unable to open as normal for scheduled examinations.

### Centre actions:

- Centre which is unable to open as normal for examinations must inform each Awarding organisation with details of which examinations are due to be taken as soon as is 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 open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant Awarding organisations e.g. share facilities with other schools.
- Alternative site to be used. The form is to be submitted to JCQ
- 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.

## **13. Disruption in the distribution of examination papers**

- Disruption to the distribution of examination papers to centres in advance of exams.

### Centre actions:

- Awarding bodies will have a contingency plan for this, possibly to download papers on the day of the exam and copying them on-site.
- A record of the entries and papers received to be kept.



**14. Disruption to the transportation of completed examination scripts**

- Delay in normal collection arrangements for completed examination scripts.

Centre actions:

- In the first instance Centre to seek advice from Awarding organisations.
- At least 2 members of staff are to take the papers to the post office.
- Centre to ensure secure storage of completed examination papers until collection.

**15. 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.

Centre actions:

- Examination board to take the decision on how this is resolved.
- Candidate to retake affected assessment at subsequent assessment window.
- Head of Subject to ensure the safe storage of NEA/CA and where possible back ups taken of the work.
- Special consideration will be applied for.

**16. Centre unable to distribute results as normal**

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services.

Centre actions:

- Centre to make arrangements to access its results at an alternative site.
- Awarding organisations to provide centres with electronic access to examination papers via a secure external network.
- Awarding organisations may be able to fax examination papers to centres if electronic transfer is not possible.
- Centre to share facilities with other centres if this is possible.
- Students to be informed of alternative site(s) via text messages, email and on school website.

**17. Further Covid specific guidance are taken from:**

*Guidance for Schools*

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

*Responsibility of Autumn Exams*

<https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/centre-responsibility-for-autumn-gcse-as-and-a-level-exam-series-guidance>

*Public health guidance to support autumn exams from the DfE*

<https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams>

**General contingency guidance are taken from:**

JCQ

<http://www.jcq.org.uk/exams-office/general-regulations>

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-conducting-examinations>

*A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

GOV.UK

*Emergencies and severe weather: schools and early years settings*

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

*Teaching time lost due to severe weather conditions*

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