



Exam contingency plan

2018/19

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mr A. Shaw	
Date of next review	01/02/2020

Key staff involved in contingency planning

Role	Name(s)
Head of centre	Mr G. Langston-Jones
Exams officer line manager (Senior Leader)	Mr A. Shaw
Exams officer	Mrs J. Haddock
SENCo	Mrs C. Bowler Mrs L. Findlay
SLT member(s)	Mrs E. Boote Mr S. Peace Miss D. Sullivan Mr A. Shaw

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Nether Stowe 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.

This plan confirms Nether Stowe School is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2018-2019*) that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

Possible causes of 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*

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

- ▶ *invigilators not trained or updated on changes to instructions for conducting exams*
- ▶ *exam timetabling, rooming allocation; and invigilation schedules not prepared*
- ▶ *candidates not briefed on exam timetables and awarding body information for candidates*
- ▶ *confidential exam/assessment materials and candidates' work not stored securely*
- ▶ *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, for example very late arrival, suspected malpractice, special consideration*
- ▶ *candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

Line Manager has access to and is aware of

- ▶ Exams officer handbook, calendar, annual plans, procedures manual, daily checklist, diary
- ▶ Exam board contact details and an additional live user account to all exam board websites
- ▶ Familiar with the use of exam internal MIS systems (SIMS, A2C, School network)
- ▶ Trained senior invigilators who are able to administer the examination days within school

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*
- ▶ *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- ▶ *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*
- ▶ *centre-delegated arrangements not put in place*
- ▶ *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- ▶ *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

Exam time

- ▶ *access arrangement candidate support not arranged for exam rooms*

Centre actions to mitigate the impact of the disruption

Line Manager has access to and is aware of

- ▶ SENCo calendar, annual plans, procedures manual, diary, access to pupil confidential files
- ▶ Exam board contact details and an additional user account
- ▶ Exams officer trained and is aware of creating the exams approvals

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

Non-examination assessment tasks not set/issued/taken by candidates as scheduled

Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking

Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

Heads of department are aware and are able to

- ▶ Confirm specifications and the units pupils are intending to enter at the start of the academic year
- ▶ Centrally stored files with pupils predictions, marks and grades entered by teaching staff
- ▶ Organise additional rework sessions with pupils where necessary to improve coursework, and arrange date extensions (exceptional circumstances)

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 to mitigate the impact of the disruption

- ▶ Training session one day per year to cover exam board and JCQ amendments
- ▶ Mock examinations held Nov/Dec and Feb/Mar to simulate live examinations
- ▶ Feedback meetings to discuss best practice after mock sessions

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 to mitigate the impact of the disruption

- ▶ Classes in lower years merged to free additional smaller exam rooms
- ▶ Classes moved to free larger rooms not usually requested ie Theatre, Gym
- ▶ Gym in separate block utilised

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 to mitigate the impact of the disruption

- ▶ Submit entries via exam board websites or create .csv files to upload
- ▶ Produce seating plans using Office with the data extracted from exam board websites
- ▶ Results printed directly from exam board websites

7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

- ▶ SLT to inform all staff to the nature of the incident and proposed action plan
- ▶ Invigilators trained and use the procedures in place for pupils in exam rooms
- ▶ Teaching staff trained and use the procedures in place for pupils in classrooms and break-times

8. 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 to mitigate the impact of the disruption

- ▶ SLT to arrange accommodation in the schools separate classroom blocks
- ▶ Pupils work added to school website

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

Centre actions to mitigate the impact of the disruption

- ▶ SLT to advise the nature of the incident and proposed action plan
- ▶ Local, National agencies and exam boards contacted to seek additional guidance
- ▶ Staff arrange accommodation in the schools separate classroom blocks

10. Centre unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations

Centre actions to mitigate the impact of the disruption

- ▶ SLT to advise the nature of the incident and proposed action plan
- ▶ Local, National agencies and exam boards contacted to seek additional guidance

11. 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 to mitigate the impact of the disruption

- ▶ Exams officer to alert exam board
- ▶ Arrange to download the exam papers from the affected exam board websites

12. 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 to mitigate the impact of the disruption

- ▶ Exams officer to take the packaged scripts directly to the post office or arrange courier

13. 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 to mitigate the impact of the disruption

- ▶ SLT to advise the nature of the incident and proposed action plan
- ▶ Exam boards contacted to seek additional guidance
- ▶ Exams officer to complete exam board reports

14. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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 to mitigate the impact of the disruption

- ▶ SLT to advise the nature of the incident and proposed action plan
- ▶ Guidance added to the school website to inform affected pupils

Further guidance to inform procedures and implement contingency planning

JCQ

The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.