

Almondbury Community School

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 exams process at the centre. 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 scenarios contained in the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*.

This plan complies with JCQ general regulations (section 5) in that:

“It is the responsibility of the head of centre to ensure that his/her centre... has in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle.

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*

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, 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

- Head / Assistant Head (Aspiration) to appoint a suitable Deputy Examinations Officer as rapidly as possible, who will follow procedures and practices within the Examinations Officer remit
- Exams Officer to ensure essential information is available to Head / Assistant Head (Aspiration)
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

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 providing support to access arrangement candidates not allocated and trained*

Exam time

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

Centre actions

- Head / Assistant Head (Aspiration) to appoint a suitable Deputy SENCo as rapidly as possible, who will follow procedures and practices within the SENCo remit.
- Exams Officer to ensure essential information is available to Head / Assistant Head (Aspiration)

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

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

Centre actions

- Assistant Head (Aspiration) to ensure departmental continuity by requesting an alternative member of staff takes responsibility for the actions above.

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

- Invigilation plans organised well before exams commence to highlight any shortfalls
- Examinations Officer to liaise with Cover Supervisor to arrange extra staffing from supply agencies
- Teaching Assistants can be used as temporary cover for invigilator absence

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

- Pre-planning at all stages is essential
- Gymnasium to be first option as alternative venue for emergency/additional accommodation
- Staff Offices are available for Access Arrangement Students

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

- Examinations Officer to liaise with the Examination Boards as appropriate
- All time critical procedures are processed as soon as possible, to mitigate against possible IT system problems around deadlines
- Examination results can be downloaded directly from the relevant boards. So anywhere with an internet connection and access to a printer can be used

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 closed interrupting the of normal teaching and learning

Centre actions

- The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this

- Alternative venues on site used for students with imminent exams
- Examinations Officer to advise the Examination Boards as appropriate

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

- The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue
- In extreme circumstances, the centre to liaise with Exam Boards to sit exams at a different venue
- Should a significant number of candidates need to be isolated due to sickness, the Gymnasium could be used
- For those affected, apply for Special Consideration to the appropriate Exam Boards

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 (including *centre being unavailable for examinations owing to an unforeseen emergency*)

Centre actions

- Examinations Officer to advise the Examination Boards as appropriate
- Headmaster and Exams Officer to explore alternative local venues

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 centre to communicate with awarding organisations to organise alternative delivery of papers
- Arrange with Exam Boards for alternative means of receiving papers either electronically or alternative courier
- Examinations Officer to ensure papers are kept securely until needed

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

- The centre to communicate with relevant Exam Boards at the outset to resolve the issue
- Alternative transport should only be used with the agreement of the relevant Exam Boards
- Scripts must be stored securely until such time transport is confirmed

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

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.

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

Centres to contact awarding organisations about alternative options. [JCP scenario 11]

Centre actions

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.

Exam Day Contingency Plan

Exam Item	Location/Holder's Name	Responsibility
Key to Secure Storage for exam papers and exams stationery	AES – Key to Exams Cupboard DHO – Key to Exams Cabinet	AES / DHO
Exams Office – Centre Timetable	Spare key with caretakers Timetable emailed to staff	
Seating Plans	In filing cabinet in Exams Office	DHO / Invigilators
Exam cards / setting out of exam rooms / notices etc	In Exams Office prior to first exam. Then stored in cupboard off Exams Hall	Set up by invigilators
Invigilators		DHO / YA
Access Arrangements (incl. Cover sheets)	Each AA student has separate folder and are on a separate seating plan to main hall students	Invigilators
Script envelopes / Examiner address labels	In cabinet in Exams Office	
Exam clashes	Resolution kept with seating plans in filing cabinet	
Collection of scripts	Invigilators	Invigilators
Collation of scripts	Checked off on official attendance registers Official attendance sheets completed before posting	Invigilators / HK / DHO
Completion of proof of posting form / posting scripts	Exam Post Log on bookshelf in exams office (for coursework etc) Yellow labels and dispatch sheets in Parcellforce Materials file on bookshelf in exams office (yellow label service for exams)	DHO / YA
Awarding Bodies	AQA 0800 197 7162 OCR 01223 553 998 Pearson/Edexcel 0844 463 2535 WJEC Educas 029 2026 5465	

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

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

JCQ

General regulations for approved centres

<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

Emergency planning and response - Severe weather - Exam disruption

<https://www.gov.uk/guidance/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>

Dispatch of exam scripts: yellow label service

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service>

Statutory guidance on school closures

<https://www.gov.uk/government/publications/school-organisation-maintained-schools>