

# 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 Parklands High school. 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:

All deadline months and procedures are detailed in Exams Office - EO timeline.

HR manager and Finance manager are able to manage and administer the exam cycle with support from SLT, due to previous experience at the centre. Support can also be requested from EO cluster group.

## 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:

More than one member of the team has knowledge/qualifications suitable to perform the role of obtaining access arrangements. EO is able to contact cluster EO team for support and employ in a suitably qualified person to manage the process if required.

## 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:

All departments have a team of staff who are able to provide the relevant information with support from the EO.

## 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:

All invigilators trained annually, regardless of experience. Members of cover support can be utilized to support absence, as well as numerous other non teaching members of staff.

## 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:

Examinations to take priority during exam cycle. Rooms booked well in advance, to avoid any major problems. Head of Centre and SLT to support EO with any unexpected incidents and organise alternative accommodation as appropriate.

## 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:

EO to contact relevant awarding bodies to inform them of any issues. School employs strong IT support to prevent any issues arising and to produce solutions. EO to ask AB's for alternative provisions.

## 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:

Where there is disruption to teaching and students miss teaching and learning, it remains the responsibility of the centre to prepare students as usual, for examinations. An alternative venue, such as a local school (St Michael's, Runshaw college), local library and town hall would be arranged.

## 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 examination candidates only, if possible. Centre to use \*alternative venues in agreement with relevant Awarding organisations e.g. share facilities with Runshaw College or use a local library or town hall to allow candidates an opportunity to sit any examinations missed.

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

### 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. Centre to offer candidates an opportunity to sit any examinations missed at the next available series, if applicable. 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.

## 10. \*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:

Awarding organisations to provide the Centre with electronic access to examination papers via a secure external network.

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## 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

### Centre actions:

Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations. Candidates to retake affected assessment at subsequent assessment window.

## 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 post-results services

### Centre actions:

EO to contact relevant awarding bodies to inform them of any issues.

EO to ask AB's for alternative provisions.

\*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-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>

*Dispatch of exam scripts guide - Contingency planning* <https://www.gov.uk/government/publications/dispatch-of-exam-scripts-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-conducting-examinations>

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