



# Examination Contingency Plan 2018-2019

<b>Approved by:</b>	School Business Manager School Education Manager College Education Manager  Chair of Trustees	<b>Date:</b> February 2018
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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 Wynstones 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.

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:

The centre agrees to *“have 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 and planned remedial actions

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

Criteria for implementation of the plan:

Key tasks not undertaken including:

- Planning
  - annual data collection exercise not undertaken to collate information on qualifications, ULNs and awarding body specifications
- Entries
  - awarding bodies not being informed of early 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 in response:

- Planning

- List of all current syllabi is to be in Exams Office cabinet.
- Key dates to be found in Exams Office as issued by JCQ/AQA/OCR/Edexcel and The Exams Office calendar.
- Entries
  - Exams Officer should designate in advance a member of staff to telephone appropriate awarding bodies and explain the situation (Sian Green).
  - Entries can be made from home computer using school logins.
- Pre-exams
  - Timetabling of exams should be made as soon as information is released by Awarding Bodies i.e. 11 months before an exam season. Room allocation and invigilation can be made as soon as entries are made.
  - Keys to enable access to all exam materials/assessment materials stored by the Exams Office are held by Sian Green and in the Accounts Office safe who should be told when materials arrive and asked to place them in the Exams Safe and record their actions in the Safe black book. NEA materials should be left with Subject Teachers who already store assessment material securely.
  - Subject teachers should have provided the Exams Office with assessment marks before the internal deadlines which are decided so that candidates have time to lodge an appeal against their assessment before they are submitted to the boards. If these have not been submitted then teachers should phone the board and ask for guidance for their subject. Work to be submitted to moderators should be enveloped in the appropriate envelope (in the secure exam store) and given to reception. Labels for moderators are in the exam office filing cabinet.
  - Booking of Yellow Label Service should be done in response to emails sent to Exams Officer. Logins for EO email account will be supplied or can be updated by Sian Green or Lizi Brazier or Francis Gladstone.
- Exam time
  - Reception or Sian Green or invigilators should report any late arrivals or any suspected malpractice to the Chair of College and any person delegated to support the Exams function. Any necessary reports required should be compiled by the Chair of College and such delegated person. Forms are on the JCQ website.
  - Special Considerations should be completed by the person delegated to support the Exams function with the support of the SENDCo if appropriate using the appropriate on-line form found on each Awarding Body's secure website or paper form where no on-line form is available.
  - Sian Green and Receptionist will pack scripts and Reception will store them securely until Parcel Force collects.
- Results and Post-results
  - Access to examination results can be made by person authorised by the Chair of College using the exams logins. Teachers must not be given results before results day.
  - Facilitation of post-results services should be made by the Chair of College using the appropriate service found on each Awarding Bodies secure website.

## 2. SENDCo extended absence at key points in the exam cycle

Criteria for implementation of the plan:

Key tasks 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

Centre actions in response:

- Planning
  - Member of SEND/pastoral care team or identified external assessor (Joanna Puckett) should assume responsibility for the identification and testing of candidates.
  - Evidence of need should be collated by member of SEND/pastoral care team or identified external assessor and a completed form 8 and evidence of need submitted to exams officer.
- Pre-exams
  - Should a Form 8 be submitted to the exams officer after the deadlines for access arrangements and modified papers the exams officer will immediately contact the Awarding Bodies concerned.
  - As soon as exams office is notified of a requirement for a modified paper the exams officer will contact the relevant awarding body immediately.

### 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 in response:

- Information required by the Exams Officer is supplied by subject teachers. Should teaching staff be away on extended absence then the cover teacher should make alternative arrangements for exam information to be supplied to them for exam purposes.
- The above will cover the information for final entries for exams and also the submission of internal assessment marks and candidates' work for moderation.

### 4. Invigilators - invigilator absence

Criteria for implementation of the plan

- Invigilator absence on the day of an exam

Centre actions in response:

- On the occasion of invigilator shortage on peak exam days arising all subject teachers can be used in the main exam room as they have been given basic training. If there is still a shortage other Upper School staff or whole school staff should be approached to help out. There are three “external” invigilators, Tasha Sidford, Jo Richardson and Vanessa Clarke, friends of the school but not part of Upper School staff.
- If an invigilator rings in sick or fails to turn up the exam the Exams Officer will remain in the exams room until they arrive.

#### 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 in response:

- In this centre it is unlikely that sufficient/appropriate rooms will be unavailable but should this arise a meeting with the Chair of College should take place immediately.
- If the main Exam Room is suddenly out of action exams should be moved to the Biology Room, ITC Suite, or English Room or History Room, according to which is the currently chosen main Exam Room.

#### 6. Failure of IT systems

Criteria for implementation of the plan

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

Centre actions in response:

- Exam entries should be sent at least 4 days before the entry deadline and preferably a month or two before. Should the system fail at that time entries should be made on the awarding bodies secure website entry system using a home computer which would ensure entries are made before the deadline.
- If the system fails during the exams preparation this should not cause problems as seating plans are prepared manually. Timetables and statements of entry are available to candidates immediately entries are made so again this should not cause a problem.

- Failure at results release time would mean that results would be downloaded from the awarding body secure websites on a home computer. There would be a problem with statistical analysis but students should still get their results on time.

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 in response:

- School will notify parents, students, carers by the Class Rep system and local radio when school is closed.
- School will put a statement on the school website about the closure.

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 in response:

- Examinations Officer will contact all awarding bodies involved to inform them of the situation.
- School will contact parents and students to inform them of alternative arrangements having consulted with awarding bodies.

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 in response:

- School will always be open for examination candidates unless a situation means that it is unsafe for anyone to enter the building.
- In the case of the building being unsafe awarding bodies would be notified and arrangements made with the local church or neighbouring school (St Peter's) to hold examinations in their halls.



- School will notify parents and students informing them of the alternative arrangements.

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 in response:

- If examination papers have not been received by the Friday of the week prior to the examination period, awarding bodies will be notified by the examinations officer.
- This will allow awarding bodies time to find an alternative distributor or make papers available to download.

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 in response:

- The examination officer will seek advice from awarding organisations and their normal collection agency regarding collection
- Script envelopes can be sent from Tuffley Post Office/Coop and proof of posting obtained.
- All examination papers will remain in the secure examination store until they are collected or despatched.

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 in response:

- Awarding bodies will be notified of the situation.
- Any evidence of marks for affected assessment will be forwarded to the awarding bodies as required.

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 in response:

- Download results from Awarding Body secure websites and collate
- Post arrangements for collection of results on school gate & website
- Distribute results from The Lodge or local church hall or other suitable venue which could be accessed at short notice.

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