



# Exam Contingency Plan

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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 St. Augustine's 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

### I. 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:

- Deputy Head (Curriculum) 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 Deputy Head (Curriculum)
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times
- Additional IT Support sourced
- Senior Invigilator used to support centre exam routines.
- Deputy Head (Curriculum) to liaise with IT Manager/external support to manage entries.
- Senior Invigilator to liaise with Deputy Head (Curriculum) regarding exam time issues and results.

## 2. SENCO extended absence at key point in 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 supports not arranged for exam rooms

### Centre actions:

- The centre will 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 Deputy Head (Curriculum)
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

## 3. Teaching staff extended absence at key point in 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:

- Deputy Head (Curriculum) and Exams Officer to ensure departmental continuity by requesting an alternative member of the department/in school 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:

- Examinations Officer to ensure that recruitment and training of invigilators is done well in advance of time.
- Examinations Officer to work with agencies to ensure a list of suitable candidates is available.
- Examinations Officer to ensure that capacity is never exceeded on any one day.
- Examinations Officer to review training procedures regularly and put in place additional training as required.
- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place
- Examinations Officer to ensure a specific Emergency Evacuation Plan is in place
- Examinations Officer to ensure an Incident Log is in place.
- Exams Officer and Senior Invigilator to cover absences as needed

#### 5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

##### Criteria for implementation of the plan

- Exam's 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:

- Exam rooming is planned in advance of exams.
- In an emergency the **Sports Hall/Drama & Dance Studio** to be utilised for examination purposes or rooms in the LS Department.

#### 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 contact in-house IT department/External IT support
- Exams Officer and IT Manager to liaise with Examination Boards as appropriate.

#### 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:

- The centre to communicate with parents, carers and students about the potential for
- disruption to teaching time and plans to address this.
- Alternative venues to be sourced with priority for students with imminent exams.
- Examinations Officer to advise the Examination Boards as appropriate.



- In extreme circumstances advise candidates they may need to sit exams in the next available series.

## **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:**

- Exams Officer to liaise with Head of Centre and to inform awarding bodies.
- Centre to explore alternative local venues.
- Apply for Special Consideration for those affected to the appropriate Exam Boards.

## **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:**

- Consideration would be given on an individual basis as to why they were unable to attend the examination centre.
- Special Consideration may be applied for to the appropriate Exam Boards for those affected.

## **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:**

- 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.

## **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:**

- 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.
- It may be necessary for the candidates to retake the assessment at the next available opportunity.



## **I2. 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:**

- Centre 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.

\* Information in this policy is taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

- [www.ofqual.gov.uk](http://www.ofqual.gov.uk)
- [www.jcq.org.uk](http://www.jcq.org.uk)
- [www.gov.uk](http://www.gov.uk)
- [JCQ: A guide to the special consideration process](#)
- [JCQ: Instructions for conducting examinations](#)
- [JCQ: Instructions for handling scripts](#)
- [DfE guidance on dealing with disruption to teaching and learning](#)
- [DfE guidance on school closures](#)
- [DENI guidance on exceptional closure of schools due to adverse weather](#)
- [DENI checklist for principals when considering opening or closure of school](#)
- [NI Direct advice on school closures](#)

