 EXAM CONTINGENCY PROCEDURES

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 Kimichi 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.

At all times, the Examinations Officer (EO) and Head of Centre (HOC) will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.  
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:

* 1. Planning

• annual exams plan not produced identifying essential key tasks, key dates and deadlines

• sufficient invigilators not recruited and trained

1.2 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

1.3 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

* 1. 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 or failure on behalf of dispatch service to pick up/deliver scripts.

* 1. Results and post-results

• access to examination results affecting the distribution of results to candidates

• the facilitation of the post-results services

**Centre Actions:**

• Regular weekly line meetings are held and all information is shared

• Deputy HT is trained and fully briefed on exam processes

• Exam plan is electronically stored and hardcopies are shared with all staff.

**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:

2.1 Planning

• candidates not tested/assessed to identify potential access arrangement requirements

• evidence of need and evidence to support normal way of working not collated

2.2 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

2.3 Exam time

•access arrangement candidate support not arranged for exam rooms

**Centre Actions:**

• Students are identified at the beginning of the Academic Year

• SEN and Exam Department work closely to ensure all information is shared

• SEN and Access information is electronically stored

• All access applications are jointly made by the SENCO and HT/Exam Officer

• All Assistants and Invigilators have been jointly trained on the provision of Access Arrangements to candidates.

• Arrangement to use a specialist assessor to undertake testing and complete form 8 access arrangements.

**3. Teaching staff extended absence at key points in the exam cycle**

Criteria for implementation of the plan

3.1 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:**

• HT/EO discuss exam forecast entry information in conjunction with staff at the start of the Academic Year.

• HT/EO communicates key information to all teaching staff to ensure all deadlines are adhered to and where this is not possible, the Exam Officer will liaise with the relevant Awarding Body and act upon advice received.

1. **Invigilators - lack of appropriately trained invigilators or invigilator absence**

Criteria for implementation of the plan

4.1  Failure to recruit and train sufficient invigilators to conduct exams

4.2  Invigilator shortage on peak exam days

4.3  Invigilator absence on the day of an exam

**Centre actions:**

• The Examinations Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion.

• Invigilator timetables and plans are shared with Invigilators prior to the start of both the Mock and Summer Exams. Any issues with regard to invigilator numbers are addressed before the start of the internal and Public exam series.

1. **Exam rooms - Lack of appropriate rooms or main venues unavailable at short notice**

Criteria for implementation of the plan

5.1 Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning

5.2 Insufficient rooms available on peak exam days

5.3 Main exam venues unavailable due to an expected incident at exam time

**Centre actions:**

• All exam rooms are set aside by the HT/EO

• In the event of the main exam hall not being in use alternative internal venues would be investigated. The Senior room could accommodate a cohort of exam students up to five in number.

• In the event of these venues not being available an alternative venue would need to be found. The Head Teacher in agreement with Awarding Bodies would seek alternative accommodation.

1. **Failure of IT systems**

Criteria for implementation of the plan

6.1 System failure at final entry deadline

6.2 System failure during exams preparation

6.3 System failure at results release time

**Centre actions:**

• Exam Team would inform the relevant Awarding Body

• All entries could be submitted directly onto awarding body websites or IT facilities at another school could be used

• Senior Leaders to be informed

• Results may also be accessed directly from the Awarding Bodies. At all times during the system failure the Exams Officer will liaise with the Awarding Bodies to minimise disruption and costs incurred.

1. **Disruption of teaching time – Centre closed for an extended period**

Criteria for implementation of the plan

7.1 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:**

• It remains the centre’s responsibility to ensure that students are prepared as usual for examinations

• Relocate to an alternative facility

• Prioritise teaching for those taking exams imminently

1. **Centre unable to open as normal during the exams period\***

Criteria for implementation of the plan

8.1 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:**

•The Exams Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the SLT to take appropriate action.

1. **Candidates unable to take examinations because of a crisis – Centre remains open**

Criteria for implementation of the plan

9.1 Candidates are unable to attend the examination centre to take examinations as normal

**Centre actions:**

•The EO will contact the relevant Awarding Body to discuss alternative arrangements and liaise with the SLT to take appropriate action.

**9. Disruption to the transportation of completed examination scripts**

Criteria for implementation of the plan

9.1 Delay in normal collection arrangements for completed examination scripts

**Current Centre actions:**

• Centre to seek advice from the awarding organisations and normal collection agency regarding collection. Centres will not make any despatch arrangements without consulting awarding body first.

• Centres to ensure secure storage of completed examination papers until new collection arrangements have been confirmed

• Head of Centre to be informed of situation

• Offer candidates opportunity to take exams at next available series

• Apply for Special consideration

• The EO will contact the Awarding Bodies to notify them of any such difficulties and put in place suitable alternative arrangements

1. **Assessment evidence is not available to be marked**

Criteria for implementation of the plan

10.1 Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

**Centre actions:**

• Centre to contact awarding bodies

• Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations

• The EO will contact the relevant Awarding Body to notify them of any such incidents and act upon advice given

**11. Centre unable to distribute results as normal**

Criteria for Implementation of the Plan

11.1 Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

**Centre actions:**

• Head of Centre to make arrangements to access its results at an alternative site

• Centre to make arrangements to coordinate access to most results service from an alternative site

• Centre to share facilities with another centre if possible

• The EO will contact the Awarding Bodies to notify them of any such incidents and act upon advice given

\* 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

Policy agreed 9th June 2020

By Chair of Governors Kirstie Berry

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