

# Exam contingency plan

## 2017/18

This plan is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
<b>Date of next review</b>	

## Key staff involved in contingency planning

<b>Role</b>	<b>Name(s)</b>
Head of centre	Mark Allchorn
Exams officer line manager (Senior Leader)	Scarlett O'Sullivan
Exams officer	Becky Fenson
SENCo	Tracey Davison
SLT member(s)	Lauren Phillips, Magda Charlwood, Steve Fuller, Paula Flint

## Contents

Key staff involved in contingency planning .....	2
Purpose of the plan.....	4
<b>Possible causes of disruption</b> to the exam process.....	4
1. Exam officer extended absence at key points in the exam process (cycle) .....	4
2. SENCo extended absence at key points in the exam cycle.....	5
3. Teaching staff extended absence at key points in the exam cycle.....	6
4. Invigilators - lack of appropriately trained invigilators or invigilator absence .....	6
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice .....	6
6. Failure of IT systems.....	6
7. Emergency evacuation of the exam room (or centre lock down) .....	7
8. Disruption of teaching time – centre closed for an extended period.....	7
9. Candidates unable to take examinations because of a crisis – centre remains open .....	7
10. Centre unable to open as normal during the exams period .....	7
11. Disruption in the distribution of examination papers.....	8
12. Disruption to the transportation of completed examination scripts .....	8
13. Assessment evidence is not available to be marked .....	8
14. Centre unable to distribute results as normal .....	8
Further guidance to inform and implement contingency planning .....	8
Ofqual.....	9
JCO.....	10
GOV.UK.....	11

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at the [insert centre name]. 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 the *Exam system contingency plan: England, Wales and Northern Ireland* which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted*.

This plan also confirms The Barclay School is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2017-2018*) that the centre has in place a *written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.*

## Possible causes of 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*

- ▶ *invigilators not trained or updated on changes to instructions for conducting 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 to mitigate the impact of the disruption**

MIS data: SITSS, part of Hertfordshire County Council can provide advice and support for all processes which have a data element to them. The Head of Exams and Head of Centre will identify and delegate a member of staff who can carry out the tasks, or alternatively, the school can employ SITSS on a daily basis to support the work. Exam boards are extremely helpful with guidance.

### **Planning & Entries**

Each HOF/HOD will have details of their specifications and the Head of Exams can identify a member of staff to action the topics identified within planning and entries elements of the contingency plan.

With the assistance of SITSS/staff member the marksheets to generate the entries can be generated and approved by HOD/HOF and submitted to boards via A2C

Exam board deadlines are readily available on the exam board public website to enable SLT to plan.

- ▶ SITSS can provide advice and support to school
- ▶ Other member of staff can liaise with SITSS support ensure tasks are completed

### **Pre-exams**

- ▶ SITSS can provide advice and support to the school and allocated school person can complete tasks or SITSS can be employed to do so.
- ▶ HOY can brief candidates once timetables are produced.
- ▶ Assessment materials: Head of exams can liaise with HOD/HOF to ensure secure storage and work is submitted in a timely manner

### **Exam Time**

- ▶ Lead invigilators are trained and capable of ensuring exams are carried out in the correct conditions.
- ▶ Head of exams can liaise with HOY and admin person allocated to ensure required reports/requests are submitted in time
- ▶ In all instances The Exam Office website and exam boards are very helpful. Key info pack kept confidentially by Admin Manger in a secure location.

## **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 (facilitators) providing support to access arrangement candidates not allocated and trained*

#### *Exam time*

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

Centre actions to mitigate the impact of the disruption

- ▶ External assessor sourced by SLT

### 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*

*Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking*

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

Centre actions to mitigate the impact of the disruption

- ▶ To ensure HOD takes responsibility for the work for any member of staff off long term

### 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 to mitigate the impact of the disruption

- ▶ Ensure that there is a pool of trained invigilators at the school
- ▶ Establish good links with an agency to provide us with trained invigilators

### 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 to mitigate the impact of the disruption

- ▶ Ensure that there are other appropriate spaces available such as the sports hall

### 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 to mitigate the impact of the disruption**

- ▶ School has a backup generator and MIS is backed up to icloud so can be accessed externally
- ▶ IT support and SITSS in attendance via phone and remote access

## **7. Emergency evacuation of the exam room (or centre lock down)**

Criteria for implementation of the plan

*Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams*

**Centre actions to mitigate the impact of the disruption**

- ▶ Identify candidates affected
- ▶ Refer to school contingency plan
- ▶ Obtain advice from exam boards
- ▶ Contact parents via Schoolcomms

## **8. 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 to mitigate the impact of the disruption**

- ▶ To provide students with work whilst the centre is closed through the VLE
- ▶ Seek an alternative venue for all exam classes

## **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 to mitigate the impact of the disruption**

- ▶ Identify candidates affected
- ▶ Refer to school contingency plan
- ▶ Obtain advice from exam boards
- ▶ Contact parents via Schoolcomms

## **10. 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 to mitigate the impact of the disruption**

- ▶ Identify candidates affected
- ▶ Refer to school contingency plan
- ▶ Obtain advice from exam boards
- ▶ Contact parents via Schoolcomms
- ▶ Ensure all staff remain in contact with Head of Centre for direction

### **11. 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 to mitigate the impact of the disruption

- ▶ Liaise with exam boards to organise alternative delivery of papers either by hard or soft copy

### **12. 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 to mitigate the impact of the disruption

- ▶ Liaise with exam boards and Parcelforce asap
- ▶ See appendix re possible scenario guidance (scenario 4)
- ▶ EO can take to nearest authorised Parcelforce Centre (Waitrose, High Street, Old Town). Contact board to obtain postcode as Yellow label postcodes do not work on Post Office Counter machines.

### **13. 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 to mitigate the impact of the disruption

- ▶ Contact exam board with full written account asap
- ▶ Contact parents/carers and inform them of the issue

### **14. 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 to mitigate the impact of the disruption

- ▶ SITTS Support in place. Contact SITTS as soon as a problem is indicated.
- ▶ All members of SLT to be available on results days to facilitate in the absence of EO.

## **Further guidance to inform and implement contingency planning**



## What schools and colleges and other centres should do if exams or other assessments are seriously disrupted

### 1. Contingency planning

You should prepare for possible disruption to exams and other assessments as part of your emergency planning and make sure your staff are aware of these plans...

### 2. Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, the school or college should assume that any exam or timetabled assessment should take place if it is possible for it to do so. This may mean having to locate alternative premises.

If the exam or assessment cannot take place, or if a student misses an exam or loses their assessment due to an emergency or other event outside the control of the school or college, you should discuss alternative arrangements with your awarding organisation.

### 2.1 The school or college should consider the following steps

#### Exam planning

1. Review your contingency plan well in advance of each exam series.
2. Ensure that copies of question papers are received and stored under secure conditions.

#### In the event of disruption

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether the school or college is able to open.
3. Identify whether the exam can be sat at an alternative venue, in agreement with the relevant awarding organisation.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exams when planned.
5. Communicate with parents, carers and students regarding any changes to the exam timetable.
6. Advise students, where appropriate, to sit exams in the next available series.

#### After the exam

1. Consider whether students may be eligible for special consideration.
2. Ensure that scripts are stored under secure conditions.
3. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

### 2.2 The awarding organisation should take the following steps

#### Exam planning

1. Establish, maintain and at all times comply with an up to date written contingency plan.
2. Ensure that the arrangements that are in place with schools and colleges enable them to deliver and award qualifications in accordance with its conditions of recognition.

#### In the event of disruption

1. Take all reasonable steps to mitigate any negative effect, in relation to its qualifications, arising from any disruption.
2. Provide effective guidance to any of its centres responsible for delivering qualifications on its behalf.
3. Ensure that where an assessment is required to be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
4. Promptly notify the relevant regulators about any event which could have a negative effect on students, standards or public confidence.

#### After the exam

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

### 2.3 When a student misses an exam or is disadvantaged by the disruption

If you feel that the performance of all or some of your students has been negatively affected by the disruption you should ask your awarding organisation about applying for special consideration. The decision about what special consideration is, or is not appropriate, is for awarding organisations to make. Their decisions might be different, for different qualifications and for different subjects. However, we encourage awarding organisations to adopt a consistent approach, including between learners, schools or colleges, and awarding organisations, when dealing with a number of similar cases.

[Ofqual guidance extract taken directly from the *Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted*, sections 1 and 2 <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>]

## JCQ

### Contingency planning

The qualifications regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

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.

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.

Further information may be found at:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

[JCQ guidance taken directly from JCQ *Instructions for conducting examinations* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, page iv]

*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>

*Guidance on transferred candidate arrangements*

<https://www.jcq.org.uk/exams-office/entries>

*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 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>