



Examinations Contingency Plan

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Purpose of the Plan

This plan examines the potential risks and issues that could cause disruption to the management and administration of the examination process at Northleigh House School as an examination centre. By outlining the actions/procedures to be followed in the case of disruption, it is intended to mitigate the impact these disruptions have on our examination process.

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 examination process

1. Examinations Officer extended absence at key points in the examination cycle

The following are the key tasks involved in the management and administration of the examination cycle which would be at risk in the event of the Examinations Officer being absent:

Planning

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- Annual examinations plan not produced identifying essential key tasks, key dates and deadlines
- Sufficient invigilators not available and trained

Entries

- Awarding body not being informed of early/estimate entries which prompts release of early information required by teaching staff
- Students not being entered with awarding body for external examinations/assessments
- Awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-Examinations

- Examination timetabling, rooming allocations and invigilation schedules not prepared
- Students not briefed on examination timetables and awarding body information for students.
- Examination/assessment materials and students' work not stored under required secure conditions
- Internal assessment marks and sample of students' work not submitted to awarding body/external moderators

Examination Time

- Examinations/assessment not taken under the conditions prescribed by the awarding body
- Required reports/requests not submitted to awarding body during examination/assessment periods for example, late arrival, suspected malpractice, special consideration
- Students' scripts not dispatched as required to the awarding body

Result and Post-Results

- Access to examination results, affecting the distribution of results to students
- The facilitation of the post-results services

Recommended Actions

- The previous Examinations Officer, who is currently the School Director can be called up to take over
- The Senior Leadership Team may nominate a "deputy" to cover the role during Examinations Officer's absence
- All procedures should be documented

2. SENCO Manager extended absence at key points in the examination cycle

Key tasks required in the management and administration of the access arrangement process within the examination cycle not undertaken including:

Planning

- Students not tested/assessed to identify potential access arrangement requirements
- Evidence of need and evidence to support normal way of working not collated

Pre-Examinations

- 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 the external deadline
- Staff providing support to access arrangement students not allocated and trained

Examination Time

- Access arrangement student support not arranged for examination rooms

Recommended Actions

- Consider employing temporary SENCO assistant or SENCO Manager during absence
- Examinations Officer to identify any shortfalls in invigilation requirements and ensure that gaps are filled
- Once gaps are filled, Examination Officer to arrange suitable rooms and to provide training

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

- Early/estimate entry information not provided to the Examinations Officer on time; resulting in pre-release information not being received
- Final entry information not provided to the Examinations Officer on time; resulting in:
 - Students not being entered for examinations/assessments or being entered late
 - Late or other penalty fees being charged by the awarding body
- Internal assessment marks and students' work not provided to meet submission deadlines

Recommended Actions

- Other Subject Teachers or Senior Leadership Team to provide Examinations Officer with details of estimated/final entries
- Other Subject Teachers or Senior Leadership Team to provide Examinations Officer with estimated grades/coursework marks and the coursework samples to be transmitted to moderators

4. Lack of appropriately trained invigilators or invigilator absence

- Failure to recruit and train sufficient invigilators to conduct examinations
- Invigilator shortage on peak examination days
- Invigilator absence on day of an examination

Recommended Actions

- Examinations Officer to ensure that extra staff are available to act as invigilator and are sufficiently trained
- Conduct a review of available invigilators, prior to the start of the examination series
- Use provisional timetable and estimated entry information to determine the invigilator numbers required
- Identify where invigilators may be short
- Senior Leadership Team responsible for cover to provide additional invigilator resource in the event of a shortfall at short notice

5. Disruption to teaching time - centre closed for an extended period

- Centre closed or students are unable to attend for an extended period during normal teaching or study supported time, therefore, interrupting the provision of normal teaching and learning

Recommended Actions

- Centre to communicate with parents, carers and students about disruption to teaching time and provide appropriate work via the school intranet
- Priority will be given to the examination cohort
- Senior Management Team to be responsible for finding alternative ways of learning/venue

6. Disruption to public transport/private transport preventing students from reaching the examination centre

- Students unable to take examinations due to planned lack of public transport
- Students unable to take examinations due to sudden disruption to public transport
- Students unable to take examinations due to private transport problems, for example, roads around the examination centre being gridlocked due to a road traffic or other incident
- Students arrive late due to public transport/private transport problems

Recommended Actions

- Monitor news agencies to identify any potential transportation difficulties
- Centre to utilise its own transport facilities (staff cars, those who have business insurance)
- Centre to liaise with parents, carers and students to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding body
- Centre to offer students an opportunity to sit any examinations missed at the next available series
- Centre to apply to awarding body for special consideration for students where they have met the minimum requirements
- Latecomers to be permitted to take their examinations providing that they are within the JCQ regulations

7. Students unable to take examinations because of a crisis – centre remains open

- Students are unable to attend the examination centre to take examinations as normal

Recommended Actions

- Centre to liaise with parents, carers and students to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding body
- Centre to offer students an opportunity to sit any examinations missed at the next available series
- Centre to apply to awarding body for special consideration for students where they have met the minimum requirements. Students are only eligible for special consideration if they have a medical certificate or have been advised by their centre not to attend an examination

8. Centre unable to open as normal during the examinations period

- Centre closed or students are unable to attend for an extended period
- The provision of normal teaching and learning is interrupted
- Centre closed due to inaccessibility or risk of injury

Recommended Actions

- It remains the responsibility of the centre to prepare students, as usual, for examinations
- In the event that the Headteacher decides the centre cannot be opened for scheduled examinations, the relevant body must be informed as soon as possible
- The awarding body will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for students who have not been able to take scheduled examinations
- The centre to open for examinations and examination students only, if possible
- Alternative centres may be considered in the event that students are unable to come to the centre
- The centre may advise students to sit examinations in an alternative series
- Special consideration can be used where students are unable to achieve a result due to one of the above factors
- An examination result may be able to be generated by the awarding body, based on factors such as the student's performance on other assessments in the same subject

9. Failure of IT Systems

- Management Information System failure at final entry deadline
- Management Information System failure during examination preparation
- Management Information System failure at result release time

Recommended Actions

- Awarding body to be informed of the situation and an extension to the deadline should be requested
- IT Coordinator on standby to repair damage quickly, where possible
- Special consideration can be applied for in the event of a serious disruption
- Results can be obtained at an alternative site

10. Lack of appropriate rooms or main venue unavailable at short notice

- Examinations Officer unable to identify sufficient/appropriate rooms during examinations timetable planning
- Insufficient rooms available on peak examination days
- Main examination venue unavailable due to an unexpected incident at examination time

Recommended Actions

- Identify, working with a responsible Senior Leadership Team member, a shortlist of suitable rooms including reserves
- Move students from normal classrooms for the duration of the examinations
- Plan alternative accommodation for the duration of the incident

11. Disruption to the distribution of examination papers

- Disruption to the distribution of examination papers to the centre in advance of examinations
- Centre unable to access secure storage

Recommended Actions

- Awarding body to provide centre with electronic access to the examination papers via a secure external network
- Awarding body may be able to fax examination papers to centre, if electronic transfer is not possible
- The Examinations Officer would need to ensure that copies are received, made and stored under secure conditions
- Source alternative couriers for delivery of hard copies

12. Disruption to the transportation of completed examination scripts

- Delay in normal collection arrangements for complete examination scripts

Recommended Actions

- In the first instance centre to seek advice from awarding body and normal collection agency regarding collection. Centre is not to make their own arrangements for transportation without the approval of the awarding body
- Centre to ensure secure storage of completed examination papers until collection

13. Assessment evidence is not available to be marked

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

Recommended Actions

- Awarding body to generate student marks for affected assessment based on other appropriate evidence of student achievement as defined by the awarding body
- Students to retake affected assessment at subsequent assessment window

14. Centre unable to distribute results as normal

- Centre is unable to access or manage the distribution of results to students or to facilitate post-results services

Recommended Actions

- Centre to make arrangements to access its results at an alternative site

15. 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

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/jointcontingency->

[plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northernireland](https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/jointcontingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northernireland)

JCQ

General regulations

<http://www.jcq.org.uk/exams-office/general-regulations>

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>

A guide to the special consideration process

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

GOV.UK

Emergencies and severe weather: schools and early year's 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-lostdue-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/dispatch-of-exam-scriptsguide>