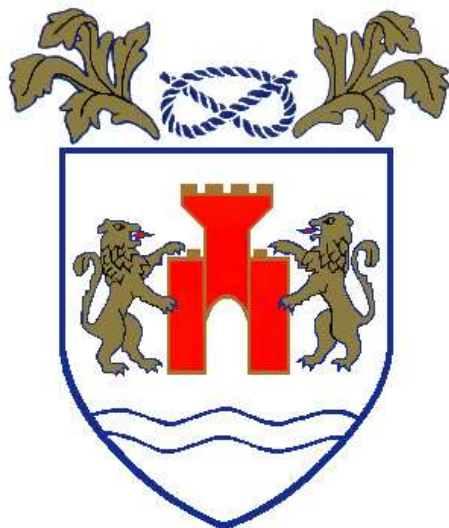


Wolstanton High School

A Shaw Education Trust Academy



Exam Contingency Plan 2017/18

Agreed by Academy Council: Autumn 2017

Reviewed by Academy Council: Annually

Next Review by Academy Council: Summer 2018

Contents

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

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 Wolstanton High 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

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 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:

- Senior Leadership Team (SLT) to assume responsibility for the above tasks
- Exam Boards to be kept informed of the situation at all stages
- As we are an shared Academy, other Centres Exam Officer(s) would be approached to assist with help and advice, giving step by step guidance to the exams process
- SLT to look into booking agency staff to assist if necessary

- Invigilator information can be accessed through Exam Officers files, Business Manager to arrange training and carry out DBS checks. Full Invigilator register already in place, if more are required Business Manager to carry out recruitment
- Exam Board websites to be accessed by staff and candidates re exam dates, deadlines etc.
- Exam's Officer emails to be deferred to SLT/Business Manager so that Exam Boards emails re early/estimated entries etc deadlines can be met
- Business Manager/Site Manager to arrange booking of rooms throughout exam series
- SENCO to arrange extra time informing SLT and invigilators of candidates' names and entitlements
- Deadlines for internal assessments and samples of work to be prepared by Director of Learning for each subject and given to administration staff to post adhering to deadlines as per EB websites
- SLT to carry out assemblies to inform candidates of exam procedures, timetables etc
- SLT to oversee dispatches of scripts to Exam Boards aided by experienced Invigilators
- SLT to oversee reports and requests to awarding bodies
- SLT to oversee the dispatch of results to candidates ensuring that access to results are available
- SLT to oversee the facilitation of the post results services

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
 - 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 support not arranged for exam rooms

Centre actions:

- Senior Leadership Team (SLT), working with the Exams Officer to arrange administration of access arrangements (perhaps involving shared Academy staff or external agencies) and keep awarding bodies informed of arrangements
- SLT to arrange staff training to support access arrangement candidates
- SLT/Exams Officer to ensure access arrangement candidate support for exam rooms

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:

- SLT to work with Exams Officer to ensure deadlines are reached. At all times keeping the AB informed to minimise costs incurred
- SLT/Exams Officer to work with other subject staff to meet deadlines re internal assessment marks and candidates' work to be submitted

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:

- Exams Officer to ensure appropriate number of invigilators are trained to cover all exams and backups available at short notice
- Recruit on a regular basis
- Arrange regular training sessions
- Exams Officer to liaise with cover supervisor re support staff available if necessary (supervised by senior invigilator)

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:

- SLT, Exams Officer, Business Manager and Site Manager to identify rooms for exams
- Sports Hall would be made available for peak exam days

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:

- Exams Officer, in consultation with SLT, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the AB
- At all times during the system failure the EO will liaise with the AB to minimise disruption and costs incurred

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:

- SLT to manage such incidents
- Exams Officer to liaise with AB following their advice
- Centre to communicate with parents, carers and students about potential for disruption to teaching time and plans to address this

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:

- SLT to manage such incidents
- Exams Officer to contact relevant AB to discuss alternative arrangements
- Centre to communicate with parents, carers and candidates regarding solutions to issue

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:

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with SLT to take the appropriate action
- Centre to communicate with parents, carers and candidates regarding solutions to issue

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:

- EO to communicate with AB for alternative delivery of papers
- Papers could be printed from AB website and photocopied

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:

- EO to store the completed scripts in secure storage until alternative transport is arranged
- EO to keep AB informed of situation

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:

- Headteacher/EO to communicate this immediately to the relevant AB and act upon their advice
- Headteacher to communicate with students and their parents or carers

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:

- EO to contact the AB and notify them of such incidents and act upon their advice

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/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

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 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: Ensuring the service runs smoothly; Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>