Examination contingency plan

FREQUENCY OF REVIEW:	**Annually**
RATIFICATION:	**Spring Term 2020**
APPROVED BY:	**Church Stretton School Local Governing Body**
DATE OF NEXT REVIEW:	**Autumn Term 2021** **unless there is a material change**
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1. Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

2. Legislation and guidance

This plan complies with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres, which require all exam centres to have a written examination contingency plan/examinations policy.

This plan also complies with our funding agreement and articles of association.

3. Responsibilities

3.1 Head of centre

The head of centre is the Headteacher, John Parr. He will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

3.2 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by the Senior Leadership Team and the Exams Officer every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

5. Links with other policies

This exam contingency plan is linked to the assessment policy and the NEA assessment policy.

6. Contingency plan

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – centre is closed for an extended period	When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning	Seek advice from awarding organisations and JCQ Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this Have a contingency plan to facilitate alternative methods of learning, alternative venues or both Prioritise candidates who will be facing examinations shortly Advise candidates, where appropriate, to sit examinations in the next available series	Headteacher Deputy Headteacher Exams Officer

Candidates unable to take examinations because of a crisis – centre remains open	In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug	Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations Offer candidates an opportunity to sit any examinations missed at the next available series Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements	Headteacher Deputy Headteacher Exam Officer
Centre is unable to open as normal during the examination period	In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre forces it to close	Inform relevant awarding organisations as soon as possible Refer to emergency plans and/or health and safety policy, where appropriate Open for examinations and examination candidates only, if possible Use alternative venues in agreement with relevant awarding organisations Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements Offer candidates an opportunity to sit any examinations missed at the next available series, if possible	Headteacher Deputy Headteacher Exam Officer

Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	Communicate with awarding organisations to organise alternative delivery of papers Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	Exam Officer
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	Seek advice from awarding organisations and their normal collection agency regarding collection Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection	Exam Officer
Assessment evidence is not available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	Deputy Headteacher Exam Officer
Centre is unable to distribute results as normal	In the event that the centre is unable to access or manage the distribution of results to candidates	Contact awarding organisations about alternative options Make arrangements to access results at an alternative site Share facilities with other schools/colleges if possible	Deputy Headteacher Exam Officer

Exam officer absence	If the Exam officer has extended absence at key points in the exam process (cycle) the following points should be considered:	Communicate this to the relevant awarding organisation(s) so that they are aware	Headteacher Deputy Headteacher
	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	Arrange for access to appropriate online systems Seek support from exams officer in Trust School(s) Delegate/complete tasks as needed depending on the time of the year	

	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 **Results and post-results** • access to examination results affecting the distribution of results to candidates • the facilitation of the post-results services		
SENDCo absence	If the SENDCo has extended absence at key points in the exam process (cycle) the following points should be considered: **Planning** • candidates not tested/assessed to identify potential access arrangement requirements • evidence of need and evidence to support normal way of working not	Communicate this to the relevant awarding organisation(s) so that they are aware as required Arrange for access to appropriate online systems Seek support from exams officer/SENDCo in Trust School(s) Delegate/complete tasks as needed	AHT Line Manager to SENDCo Exam Officer

	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	depending on the time of the year	

Teaching staff absence	If any of the following points apply:
	
	• 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
		Communicate delay to the relevant awarding organisation(s) so that they are aware as required
		
		Acquisition of required information from department concerned and communicate this to awarding organisation(s) as soon as possible
			Deputy Headteacher
			
			Exam Officer

	charged by awarding bodies • Internal assessment marks and candidates' work not provided to meet submission deadlines		
Invigilators - lack of appropriately trained invigilators or invigilator absence	If any of the following points occur: • Failure to recruit and train sufficient invigilators to conduct exams • Invigilator shortage on peak exam days • Invigilator absence on the day of an exam	Maintain training of invigilators from within current admin/non-teaching staff Seek to fill invigilator roles from current admin/non-teaching staff	Exam Officer
Exam rooms - lack of appropriate rooms or main venues unavailable at short notice	If any of the following points apply: • 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	Inform Deputy Headteacher at earliest opportunity Seek re-rooming of existing classes to free up rooms for examinations Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations Communicate with candidates, parents and carers as required	Exam Officer Deputy Headteacher

Failure of IT system	If any of the following points apply: • MIS system failure at final entry deadline • MIS system failure during exams preparation • MIS system failure at results release time	Communicate system failure to awarding organisation(s) and seek advice on how best to communicate the relevant information	Deputy Headteacher IT Manager
Emergency evacuation of the exam room (or centre lock down)	If any of the following points apply: • Centre lockdown signal sounds (partial or full)	Follow procedure as described in the school policy	Exam Officer