



Secondary Settings Examination Contingency Policy

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This policy applies to:

John Ferneley College
Iveshead School

Where this policy states 'Headteacher' this also includes 'Head of School'.
Mowbray Education Trust (MET).

1. Aims

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 John Ferneley College and Iveshead 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.

Alongside internal processes, this plan is informed by information contained in the Joint Council for Qualifications 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.

Causes of potential disruption to the exam process:

- Extended absence of the Exams Officer at key points in the exam cycle
- Extended absence of the SENDCo at key points in the exam cycle
- Extended absence of teaching staff at key points in the exam cycle
- Invigilators - lack of appropriately trained invigilators and/or absence
- Exam rooms - lack of appropriate rooms or main venues unavailable at short
- Failure of IT systems
- Disruption of teaching time - centre closed for an extended period
- Centre unable to open as normal during the exams period
- Candidates unable to take exams due to a crisis - centre remains open
- Exam papers not arrived in time/students issued with wrong papers
- Disruption to the transportation of completed exam scripts
- Assessment evidence not available for marking
- Centre unable to distribute results as normal

2. Relevant legislation and guidance

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-severeweather-schools-and-early-years-settings>

Teaching time lost due to severe weather conditions

<https://www.gov.uk/government/publications/teaching-time-lostdue-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-examscripts-yellow-label->

[service/dispatch-of-exam-scripts-guide](#)

JCO

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>.

3. Definitions

1. Extended absence of the Exams Officer 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

- Candidates not briefed on exam timetables and awarding body information for candidates
- Exam timetabling, rooming allocation; and invigilation schedules not prepared
- 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 being 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

SLT to nominate a 'deputy' to cover the role/task.

Extra help could be sought by networking with staff from other local centres.

- Relief staff to be given access to secure storage procedures, including key codes for the door, usernames and passwords for the staff network and secure exam websites.
- Always report long term absence to the exam boards so they are aware of the situation. They are quite often prepared to help and can be flexible with deadlines etc., in these circumstances.

2. Extended absence of SENDCo 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 with 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

- SLT to nominate a 'deputy' to cover the task/role - this would usually be the Assistant SENDCo
- SLT to appoint qualified assessor to test candidates in place of the SENDCo
- Approval from exam boards and exam arrangements could be passed to the Exams Officer - with sufficient warning and planning time
- Assistant SENDCo to arrange student support during all exams

3. Extended absence of teaching staff 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

- HOD's should take responsibility for any missing entries, coursework marks and any assessment marks in the absence of a member of teaching staff. In the event that it is the HOD that has an

- extended absence, the SLT link for that subject will take responsibility
- Entries must be made on time to meet deadlines and avoid late fees. Amendments can always be made at a later date to confirm final entries

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

- First check availability of other invigilators who said they were available for that slot and have not been booked
- Check 'freed' staff to see if there is anyone else available who has not been used from that teaching period
- Check cover slots to see if there is anyone free and available to assist
- See if it is possible to amalgamate any of the access arrangement rooms to release an invigilator
- As a last resort, call upon SLT to invigilate

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 days
- Main exam venues unavailable due to an expected incident at exam time

Centre Actions

- Main exam venues for accommodating access arrangements at John Ferneley College are the Sports Hall, the Enrichment block and the dance studio and for Iveshead School are the Sports Hall
- If there is an emergency on the day that means the usual venues cannot be used, alternative appropriate other venues will be identified and used instead, and classes moved accordingly. For John Ferneley college this could be the Auditorium or CE08/09 for Iveshead this could be the additional sports hall.
- In the highly unlikely event that there are no free rooms available, refer to SLT for advice

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

- All exam entries should be made well in advance of the deadline to avoid this issue in the first place. If the entries are left to the last minute and there is an IT failure, firstly ring the relevant exam boards to explain (they may give you an extension, if so, make sure you have it in writing)
- Try to access SIMS through another computer i.e. from home, or another SIMS user or in another

school in the Trust

- Check that the IT Department are aware of the exam results days to ensure smooth running of downloads

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

- Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of the centre to prepare students as usual for the examinations
- SLT to provide alternative arrangements to facilitate alternative methods of learning

8. 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
'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

- Centre to open for examinations and examination candidates only, if possible
- Centre to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series
- Centre to apply to awarding organisation(s) for special consideration for candidates, where they have met the minimum requirements

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

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue, in agreement with the relevant awarding organisation(s)
- Centre to offer candidates to sit any examinations missed at the next available series
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons, they should be aware that special consideration rules will not apply

10.Exam papers not arrived in time/students issued with wrong exam papers

Criteria for implementation of the plan

- Candidates are unable to sit exam due to wrong paper being delivered
- Examination papers not delivered to school on time

Centre Actions

- Centre will check all exam papers upon arrival in college and will alert the appropriate awarding bodies of any discrepancies
- If this happens on the day of the exam, contact the exam boards immediately. Awarding organisations to provide centres with electronic access to examination papers via a secure external network
- Awarding organisations to fax examination papers to centres if electronic transfer is not possible
- The Exams Officer would need to ensure that copies are received, made and stored under secure conditions

11. Disruption to the transportation of completed examination scripts

Criteria for implantation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre Actions

- In the first instance, centres to seek advice from awarding organisations and normal collection agency regarding collection. The schools should not make their own arrangements for transportation without approval from awarding organisation(s)
- Centre must ensure secure storage of completed examination papers until collected. All exam scripts must be stored in the secure exams office.

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

- Notify awarding organisation(s) immediately
- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement, as defined by the awarding organisations
- Candidates to retake affected assessment at subsequent assessment window

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

- Centre to notify the relevant awarding bodies
- Centre to make arrangements to access it's results at an alternative site (possible to access from home or one of the other schools in the Trust)
- Centre to make arrangements to coordinate access to post results services from an alternative site
- Centre to share facilities with other centres, if this is possible Further guidance to inform and implement contingency planning

4. Monitoring arrangements

This policy will be reviewed every year by the Exams Officer. At every review, the policy will be approved by the Local Governing Committee for Performance.

Log of Changes to Policy				
Version	Page	Change	Approver	Date
2.0	Whole Document	Application of Iveshead School and alignment with procedures across both secondary schools. No regulatory changes made to the policy.	LGCP	10.5.23