



Exam

Contingency

Plan

2016/2017

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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 **The Village School**. By outlining actions/procedures to be followed in case of disruption, it is intended to mitigate the impact these disruptions may have on our exam process.

Alongside internal processes, this plan is informed by information contained in the *Joint 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. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.**”

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
 - 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

- 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:

- The school has a second staff member involved in accreditations and exam procedures, this staff member, Deborah Wood (Assistant Head) to take over the examination officers duties in the event of any of the above.
- The Exams officer Audrey Hylton to ensure that all passwords and log in details for the relevant exam boards to be passed on and securely kept by Deborah Wood to be used in the event of the above.
- Russell Davey, Head of School, to also have access to this information in the unlikely event that the exams officer and assistant head are both absent.

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:

- Teaching staff to work with the class 3B to ensure that they also know the information regarding predicted grades and which students are studying which programme. Assistant Head, Deborah Wood, also keeps this information so in the event of a long term teacher absence, Deborah Wood will be able to provide the information needed.
- The assistant head, has also passed on the accreditations spread sheet, containing pupil by pupil entry information to head of school and the PA to the SLT.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Centre actions:

- Recruitment and training is done well in advance for invigilators and amanuenses'.
- Ensure that we have extra staff trained and signed off.
- In the event of a staff shortage, meaning that we cannot provide an invigilator and amanuensis per room, as and when staff will be called in to cover for full time staff to be released.

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*

Centre actions:

- The staff room, the flat and the library to be used as back up rooms.

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 and IT Manager to liaise with Examination Boards as to appropriate action.

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:

- Executive Head, Head of school, Governors, SLT to take the necessary action to find an alternative provision to sit exams.

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:

- Exams Officer to liaise with Head of Centre and to inform awarding bodies. Headmaster and Exams Officer to explore alternative local venues. Most likely, Kingsbury High School.

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
- Extended hospitalisation meaning student cannot attend the centre for exams.

Centre actions:

- Consideration would be given on an individual basis as to why they were unable to attend the examination centre. Special consideration may be applied for.
- Special consideration applied for in order to take examinations in the hospital school.

10. *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:

- Scripts remain securely stored in exams office or Exams Officer transports them to the Post Office for collection by Parcelforce.

11. *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:

- Exams Officer to contact awarding bodies for advice.

12. *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:

- Exams Office to contact awarding bodies for advice..

*information taken from the *Jointcontingency plan for the examination system in England, Wales and Northern Ireland*