

SRS Exam Contingency Plan

SLATED ROW SCHOOL

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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 Slated Row 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:

- Office manager and SLT lead to liaise over procedures to be covered and to identify appropriate 'deputies' and actions.
- Work shadowing to be in place at all times.

2. Deputy Headteacher 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:

- Exams Officer to liaise with SLT lead for Inclusion and identified 'Deputy' regarding all access arrangements.
- Work shadowing by identified colleague, to be in place at all times.



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 identify experienced teaching staff to cover relevant teaching classes.
- SLT to monitor and set internal deadlines for internal assessment marks.
- All information provided to the exams officer with internal deadline to allow checking by SLT.
- SLT to be regularly briefed by Exams Officer of requirements and deadlines.

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:

- Established team of trained invigilators is in place.
- Invigilator recruitment above minimum ratio requirements to provide cover.
- Exams Officer to cover if necessary.

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:

- In an emergency, identified alternative venues are to be used.



6. Failure of IT systems

Criteria for implementation of the plan

- *IT system failure at final entry deadline*
- *IT system failure during exams preparation*
- *IT system failure at results release time*

Centre actions:

- Exam Officer and IT manager to liaise with relevant examination boards for advice.

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, interrupting the provision of normal teaching and learning.

Centre actions:

- Identify areas of the school to be kept open for priority year group(s).
- Inform parents and students of potential disruption to teaching and learning time and provide resources for students to use at home e.g. VLE, internet work books etc.
- Source alternative venues if necessary.

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:

- Exam Officer to liaise with relevant awarding organisation to raise the issue and seek advice.
- Exam Officer to inform/liaise with Head of Centre.
- Parents and candidates to be kept informed of school actions to resolve the 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:

- Exams Officer to liaise with Head of Centre and to inform the relevant awarding organisations immediately and seek advice.
- Alternative local venues to be sourced and agreed with the examination organisations.
- Application for special consideration to awarding organisations if necessary.



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:

- Exam Officer to inform relevant awarding organisations immediately and seek advice regarding alternative delivery and timings.
- Exam Officer to inform Head of Centre to put in place alternative plans.

11. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

The centre to communicate with relevant awarding organisations at the outset to resolve the issue. [JCP scenario 4]

Centre actions:

- Exam Officer to inform relevant awarding organisations immediately and seek advice regarding alternative transportation and timings.
- Exam Officer to ensure secure storage of completed examination scripts until collected by approved distributor.

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:

- Exam Officer to inform relevant awarding organisations immediately and seek advice in liaison with Head Teacher.
- Exam Officer to inform student(s) and parent (s) of actions to be taken by the school to resolve the issue.

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:

- Exam Officer (in liaison with the Head of Centre) to inform relevant awarding organisations immediately and seek advice regarding alternative options.



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>