



## EXAMINATION CONTINGENCY PLAN

This policy is reviewed annually to ensure compliance with current regulations

### Key staff involved in the plan

Role	Name(s)
Head of centre	<b>Anita Spires</b>
Exams officer line manager (Senior leader)	<b>Julie Noctor</b>
Exams officer	<b>Magdy El Badry</b>
ALS lead/SENCo	<b>Kamran Samad</b>

Approved/reviewed by	
<i>Katherine Russell</i>	
Date of next review	January 2024

### **Purpose of the plan**

This plan examines the potential risks and issues that could cause disruption to the management and administration of the exam process at Beechwood School. By outlining actions/procedures to be place in case of disruption it is intended to alleviate the impact these disruptions have on our exams process.

Alongside internal processes, this plan is informed by information contained in the Joint Contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

This plan also confirms Beechwood School compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) that the centre has in place:

- a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency, including the potential impact of a cyber-attack.

### **Causes of Potential Disruption to the Exam Process**

#### **1 Exam Officer extended absence at key point 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 collect information on qualifications and awarding body specification being delivered.
  - Annual exams plan not produced identifying essential key tasks, key days 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/assessments.
- **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 assessments marks and samples of candidates' work not submitted to awarding bodies/external moderators.
- **Exam time**

- Exams/assessments not undertaken 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 despatched 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 Exams Officers' line manager is led by a member of SLT. In the event of the Exams Officer being absent. SLT will ensure that the duties are covered by others in the team and members of the SLT, SLT will undertake the role of the Exams Officer with assistance of the Senior Invigilator.
- Senior invigilator to liaise with SLT regarding invigilation.
- Spare keys are located in the key pad safe along with the key pad security code for the secure exam's storage/archive room. Which can be found in the Examinations Officers/Data Managers office. The Data Manager has the security key pad number.
- Safe number holder to check prior to each exam session.

## **2 SENDCO 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 arrangements requirements.
  - Evidence of need 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 the external deadline.
  - Staff providing support to access arrangements not allocated and trained.
- **Exam time**
  - Access arrangements candidate support not arrangement for exam rooms.

#### **Centre actions:**

- The absence of the SENDCO would be led by the SENCOS' line manager and a by a member of SLT and the Examinations Officer. In the event of the SENDCO being absent. SLT will ensure that the duties are covered by others in the team and members of the SLT.

## **3 Teaching staff - Extended Absence at Key Points in the Exam Cycle**

#### **Criteria for implementation of the plan**

Key tasks not undertaken include:

- 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 of other penalty fees being charge by awarding bodies.
- Internal assessment marks and candidates' work not provided to meet submission deadlines.

**Centre actions:**

- The extended absence of any teaching staff, all three of the above, will be managed by the second in charge liaising with SLT, Examinations Officer and remaining teaching.

**4 Invigilators – Lack of Appropriately Trained Invigilators or Invigilator Absence**

**Criteria for implementation of the plan**

- Failure to train sufficient invigilators to conduct exams.
- Invigilator shortage on peak exam days.
- Invigilator absence on the day of an exam.

**Centre actions:**

- The School contacts an agency who provide trained invigilators, or alternative the School employs LSA staff who can manage the invigilation of exams under the instruction of the Chief Invigilator or a member of the Continuity Team.

**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 the exams timetable planning.
- Insufficient rooms available on peak exams days.
- Main exam venues unavailable due to an unexpected incident at exam time.

**Centre actions:**

- In an emergency the Sports Hall could be utilised for examination purposes. Liaise with other schools in the area. Contact Exam Board for advice.

## 6 Failure of the 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:

- Liaise with IT support in school. Contact the exam board for advice and use IT facilities at another school.

## 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:

- The school will communicate with parents, carers and students about the potential for disruption to teaching time and an alternate venue will be used.

## 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:

- The centre will communicate with the relevant organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issues.
- Find alternative accommodation to sit the exam.
- Offer the candidates an opportunity to sit any examination missed at the next available series, if possible.
- Apply to awarding organisations for special consideration for candidates where they have met the minimum requirement.
- Approach other schools in the multi trust Academy to use their facilities to conduct the exams.

## **9 Centre Unable to Open as Normal during the Exam Period**

### **Criteria for implementation of the plan**

- Centre unable to open as normal for scheduled examinations.

### **Centre actions:**

- Find alternative accommodation.
- Contact the relevant exam organisations.
- Offer the candidates an opportunity to sit any examination missed at the next available series, if possible.
- Apply to awarding organisations for special consideration for candidates where they have met the minimum requirement.
- Approach other schools in the multi trust Academy to use their facilities to conduct the exams.

## **10 Disruption in the Distribution of Examinations Papers**

### **Criteria for implementation of the plan**

- Disruption to the distribution of the examination scripts to the centre in advance of the examinations.

### **Centre actions:**

- The school would contact the exam board and arrangement for the alternative delivery of scripts.
- If the exam board can securely email a copy of the scripts to the centre, the centre will print/collate the scripts.

## **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:**

- The school would contact the exam board.
- Scripts remain securely stored in the Exams Office or Exams Officer transports them to the Post Office to be collect by Parcelforce.

## **12 Assessment Evidence is not Available to be Marked**

### **Criteria or implementation of the plan**

- Large scale damage to or destruction of completed examinations scripts/assessment evidence before it can be marked.

### **Centre actions:**

- Exams Officer to contact awarding bodies for advice.

### 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 facilitate post reports services.

#### **Centre advice:**

- Exams Officer to contact awarding bodies for advice.
- Make arrangements to access results at an alternative site.

### 14 Cyber Security

The Department for Education and the National Cyber Security Centre (NCSC) has been made aware of an increasing number of cyber-attacks involving ransomware infections affecting the education sector recently.

JCQ Policies - TAHS Exam Contingency Plan 7 It is important that senior leaders in education settings understand the nature of the threat and the potential for ransomware to cause considerable damage to their institutions in terms of lost data and access to critical services. **Criteria for implementation of the plan**

- MIS system is affected by a cyber-attack

#### **Centre actions:**

- Network Manager/IT department to back up data
- The backups are held offline
- Systems for restoring services and recovering data from the backups are tested and reliable
- In the event of an attack the Centre will enact the 'Incident Management Plan'
- Contact the National Cyber Security Centre (NCSC)
- Contact the local law enforcement and Action Fraud
- Inform the DfE by emailing: [securityenquiries@education.gov.uk](mailto:securityenquiries@education.gov.uk)