

Examination contingency plan Impact Education Multi Academy Trust



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In this policy the following roles and responsibilities are held by the people named below:

Role / Responsibility	Name	In post since
Headteacher / Head of Centre	Paul Brook	Jan 2019
Exams Officer	Abigail Schofield	Oct 2014
SENCO	Patrick Kennedy	Sep 2020
Deputy Headteacher	Nik Skilton	Apr 2018
Assistant Headteacher/Exams Administration Lead	Sarah Coe	Sep 1994
Senior Lead Consultant	Karen Bell	Consultant

1. Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams
- 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 requires all exam centres to have a written examination contingency plan/examinations policy.

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

It's also based on:

- Ofqual's [guidance on contingency planning](#)
- JCQ's [joint contingency plan](#)

3. Responsibilities

3.1 Head of centre

The Head of Centre will ensure that a written examination contingency plan/examinations policy is in place and 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 Exams Officer at the beginning of each academic year. At every review, the policy will be shared with the governing board.

5. Links with other policies

This policy is linked to our:

- Assessment policy
- Castle Hall Academy Examination Contingency Plan Policy

6. Contingency plan

The table below sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on the [JCQ's joint contingency plan](#), and are consistent with [Ofqual's current contingency planning guidance](#).

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
Disruption of teaching time in the weeks before an exam – 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, e.g. if the centre is forced to close due to increasing rates of COVID-19.	<ul style="list-style-type: none">➤ Seek advice from relevant awarding organisations and JCQ.➤ Have a contingency plan to facilitate alternative methods of learning, alternative venues or both.➤ Offer candidates an opportunity to sit any examinations missed at the next available series.➤ Communicate any changes to your plans with parents and pupils.	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
<p>Candidates unable to take examinations because of a crisis – centre remains open.</p>	<p>In the event that candidates are unable to attend examination centres to take examinations as normal, e.g. sickness bug, or if they are self-isolating due to coronavirus.</p>	<ul style="list-style-type: none"> ➤ Communicate with relevant awarding organisations at the outset to make them aware of the issue. ➤ Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations. ➤ Communicate any changes to your plans with parents and pupils. ➤ 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. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
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, or increasing rates of coronavirus forces it to close.	<ul style="list-style-type: none"> ➤ Inform relevant awarding organisations as soon as possible. ➤ Refer to emergency plans and/or health and safety policy, where appropriate. ➤ Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies. ➤ Use alternative venues in agreement with relevant awarding organisations. ➤ Communicate any changes to your plans with parents and pupils. ➤ 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. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
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.	<ul style="list-style-type: none"> ➤ Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hardcopies. ➤ If the above isn't possible, you will receive electronic access to papers via a secured external network. ➤ You will need to have plans in place to ensure you can receive, make and store papers under secure conditions. ➤ As a last resort, your awarding organisation may consider rescheduling the examination. 	
Disruption to the transportation of completed examination scripts.	In the event that there is a delay in normal collection arrangements for completed examination scripts.	<ul style="list-style-type: none"> ➤ If your examinations are part of the national 'yellow label service' or where your awarding organisation arranges collections, 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. ➤ Ensure secure storage of completed examination papers until collection. ➤ If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the JCQ's instructions for conducting examinations. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
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.	<ul style="list-style-type: none"> ➤ Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers. ➤ Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement. ➤ Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series. 	
Centre is unable to distribute results as normal or facilitate post results services.	In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services.	<ul style="list-style-type: none"> ➤ Contact awarding organisations about alternative options. ➤ Make arrangements to access results at an alternative site. ➤ Share facilities with other schools/colleges if possible. ➤ Coordinate access to post results services from an alternative site. ➤ Contact the relevant awarding organisation if electronic post results requests are not possible. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
<p>Extended absence of the Exam Officer at key points in the exam cycle.</p>	<p>In the event that the Exams Officer is absent for an extended period of time resulting in key tasks required in the management and administration of the exam cycle not being undertaken. Please see the Castle Hall Academy Examination Contingency Plan Policy for the specific criteria for the implementation of the plan.</p>	<ul style="list-style-type: none"> ➤ Exams Officer to ensure exam cycle, policies and procedures are up to date at all times. ➤ Guidance can be sought from the centre’s Lead Invigilator (the centre’s previous Exams Officer), Exams Officers within the Impact Education Multi Academy Trust and Exams Officer contacts in the local area. ➤ Exams Officer to keep senior leader with oversight of exams administration and Lead Invigilators well informed of procedures during exam times (location of seating plans, attendance registers, exam papers, stationery, parcel force labels, script bags etc.) In the event of the Exams Officer’s absence due to the requirement to self-isolate (close contact with a case of Covid-19), the Exams Officer will remain available via phone to assist with the running of exams as per JCQ regulations ➤ Consideration may be given to work shadowing. ➤ Support is available from a variety of sources such as The Exams Office website, the centre’s IT support provider (Schools ICT), the Exams Administration section of the DFE website, awarding body help lines and the Exams Office section of the Joint Council for Qualifications website. ➤ In the event of the Exams Officer’s absence due to the requirement to self-isolate (close contact with a case of Covid-19), the Exams Officer can complete pre-exams administration tasks remotely (exam timetabling, entries, seating plans, invigilation planning, invigilator training, downloading exam results and the facilitation of post results services. etc.). 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
<p>Extended absence of the SENCo/ALS Lead at key points in the exam cycle.</p>	<p>In the event that the SENCo is absent for an extended period of time resulting in key tasks required in the management and administration of the access arrangements process within the exam cycle not being undertaken. Please see the Castle Hall Academy Examination Contingency Plan Policy for the specific criteria for the implementation of the plan.</p>	<ul style="list-style-type: none"> ➤ In the absence of a Specialist Assessor or ALS Lead/SEnCo, guidance/assistance can be sought from other schools within the Impact Education Multi Academy Trust to assist with the screening of candidates for access arrangements and jointly process online applications with the Exams Officer. ➤ In the absence of the ALS Lead/SEnCo, assistance/guidance can be sought from the centre's senior leader consultant who undertakes the role of Specialist Assessor for the centre and has comprehensive knowledge of the SENCo role. ➤ The Exams Officer can assist with any shortfalls in invigilation requirements and provide training for staff facilitating access arrangement for candidates. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
<p>Extended absence of teaching staff at key points in the exam cycle.</p>	<p>In the event that a member of teaching staff is absent for an extended period of time resulting in key tasks not being undertaken. Please see the Castle Hall Academy Examination Contingency Plan Policy for the specific criteria for the implementation of the plan.</p>	<p>Head of Department to:</p> <ul style="list-style-type: none"> ➤ Provide the Exams Officer with details of both estimated and final exam entries. Exams Officer to then submit this information to awarding bodies. ➤ Ensure that the tasks are set/issued to candidates as scheduled as far as possible. ➤ Ensure that candidates' work is marked in accordance with the relevant JCQ procedures and to monitor this closely. ➤ Submit/send controlled assessment/non-exam assessment marks to awarding bodies. ➤ Take into account subject staff absent when ensuring that all students are informed of their centre assessed marks prior to the marks being submitted to awarding bodies. ➤ Provide the Exams Officer with controlled assessment samples and completed associated paperwork. Exams Officer to transmit these samples to moderators. <p>In the event of the Head of Department's absence, the relevant duties will be undertaken by the Senior Leader with oversight of the relevant subject(s)/course(s).</p>	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
<p>The Absence of the Head of Centre or Senior Leader with oversight of exams administration.</p>	<p>In the event of the absence of the Head of Centre or Senior Leader with oversight of exams administration.</p>	<p>The centre has a written escalation process in place to mitigate the impact of the disruption.</p> <p><u>Head of Centre absence</u></p> <p>In the event of the Head of Centre’s absence, duties will be undertaken by the centre’s Deputy Headteacher (line manager of the Assistant Headteacher with oversight of exams administration). In the event of both the Head of Centre and Deputy Headteacher’s absence, duties will be undertaken by the Assistant Headteacher (Senior Leader) with oversight of exams administration. Should self-isolation be the reason for staff absence (due to close contact with a positive case of Covid-19), the relevant staff will work remotely to support staff within the centre.</p> <p><u>Assistant Headteacher with oversight of exams administration absence</u></p> <p>In the event of the Assistant Headteacher’s absence (Senior Leader with oversight of exams administration), duties will be undertaken by the Deputy Headteacher as line manager. In the event of both the Assistant Headteacher with oversight of exams and the Deputy Headteacher’s absence, duties will be undertaken by the Head of Centre. Should self-isolation be the reason for staff absence (due to close contact with a positive case of Covid-19), the relevant staff will work remotely to support staff within the centre.</p>	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
<p>A lack of appropriately trained invigilators or in the event of invigilator absence.</p>	<ul style="list-style-type: none"> ➤ Failure to recruit and train sufficient invigilators to conduct exams. ➤ Invigilator shortage on peak exam days. ➤ Invigilator absence on the day of an exam. 	<p>Exams Officer:</p> <ul style="list-style-type: none"> ➤ To maintain a pool of suitable invigilators which can be called upon should there be a shortfall on an exam day. ➤ To review the invigilation pool and enquire about invigilator availability for the next exams series. ➤ To use the provisional exam timetable and estimated entry information to determine required invigilator numbers. ➤ To identify potential invigilator shortfalls. ➤ To request permission to recruit additional invigilators when necessary. ➤ To request assistance from the centre's support staff in the event of a shortfall, should the invigilator pool prove unsuccessful. ➤ Invigilators can be outsourced as a last resort. The Exams Officer will ensure that these invigilators are sufficiently trained in exam regulations stated in the JCQ publication <u>Instructions for Conducting Examinations</u>. 	<p>Exams Officer.</p>

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
A lack of appropriate rooms or main venues unavailable at short notice.	<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Exams Officer & Senior Leader with oversight of exams administration to pre-plan where possible. ➤ Exams Officer to work with Senior Leader with oversight of exams administration and Cover to move students from normal classrooms, should they be required for exams. ➤ Consideration of alternative accommodation for the duration of the incident. 	
Failure of IT systems.	<ul style="list-style-type: none"> ➤ MIS system failure at final entry deadline. ➤ MIS system failure during exams preparation. ➤ MIS system failure at results release time. 	<ul style="list-style-type: none"> ➤ Exams Officer to liaise with the relevant awarding organisations as soon as possible and to request an extension to the deadline if necessary. ➤ Centre's IT team to be on hand to provide support to resolve the issue. ➤ Centre to consider the possibility of results being obtained at an alternative site in the event of serious disruption. 	

SCENARIO	WHEN TO IMPLEMENT	ACTIONS TO MITIGATE THE IMPACT OF THE DISRUPTION	PERSON(S) RESPONSIBLE
<p><i>Whole centre evacuation during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams.</i></p>	<p><i>Whole centre evacuation during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams.</i></p>	<p>The centre’s emergency evacuation of the exam room procedures will be implemented. The Senior Leader/Exams Officer/Lead Invigilator must:</p> <ul style="list-style-type: none"> ➤ Stop the candidates from writing (if applicable). ➤ Switch on the two-way radio to facilitate co-ordination of the evacuation with other staff. ➤ Collect the A3 seating plans (to act as an attendance register once candidates are outside the building). ➤ Evacuate the exam room row by row. All exam rooms will be evacuated to the designated “exams evacuation area” on the centre’s back field. ➤ Advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet. ➤ Candidates should leave the room in silence. ➤ Make sure that the candidates are supervised as closely as possible while they are out of the examination room to ensure that there is no discussion about the examination. Invigilators must stand with their assigned rows and register students using the A3 seating plans. ➤ Make a note of the time of disruption and how long it lasted. ➤ Allow the candidates the remaining full working time set for the examination. ➤ If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination. (Candidates must be given the opportunity to sit the examination for its published duration.) ➤ Make a full report of the incident and of the action taken, and send to the relevant governing body. 	

NOTE: Want to return to portrait orientation after a landscape layout? Click at the top of the page, go to 'insert' and choose 'page break'. On the new page, click on the 'page layout' tab, click the small arrow bottom right of the 'page setup'. Under 'margins', click on 'portrait', then 'apply to this section'. Under 'layout' tab, click 'start with new page'.

If the footer has gone awry, double click on the footer to make the 'header and footer tools' appear. Under 'navigation' click **off** the 'link to previous' option. Delete the footer contents (except for page number). Go to a previous portrait page and click on the square by the pink rule and copy and paste this into your new page.