



**Roding Valley**  
HIGH SCHOOL

# **Exams Contingency Plan 2018-2019**

**This Policy Is Reviewed Annually To Ensure  
Compliance with Current Regulations**

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**Approved:**



**Contents**

Purpose of the Plan ..... 3

Causes of Potential Disruption to the Exam Process ..... 3

- 1. Exam Officer Extended Absence at Key Points in the Exam Process (Cycle)..... 3
- 2. SENCO Extended Absence at Key Points in the Exam Cycle..... 4
- 3. Teaching Staff Extended Absence at Key Points in the Exam Cycle ..... 4
- 4. Invigilators: Lack of Appropriately Trained Invigilators or Invigilator Absence ..... 5
- 5. Exam Rooms: Lack of Appropriate Rooms or Main Venues Unavailable At Short Notice ..... 5
- 6. Failure of IT Systems..... 6
- 7. Disruption of Teaching Time: Centre Closed For an Extended Period ..... 6
- 8. Candidates Unable To Take Examinations Because Of a Crisis: Centre Remains Open..... 6
- 9. Centre Unable To Open As Normal During the Exams Period..... 6
- 10. Disruption in the Distribution of Examination Papers ..... 7
- 11. Disruption to the Transportation of Completed Examination Scripts ..... 7
- 12. Assessment Evidence Is Not Available To Be Marked..... 7
- 13. Centre Unable To Distribute Results as Normal ..... 8

Further Guidance to Inform and Implement Contingency Planning ..... 8

- Ofqual ..... 8
- 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> ..... 8
- JCQ ..... 8
- GOV.UK..... 8



## 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 Roding Valley High 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:**

- Head of Centre to appoint member of administrative staff to take over responsibilities should absence of Exams Officer have the potential to affect the meeting of deadlines.
- Staff member to work with Exams Officer to ensure they are up to date with the exam cycle and responsibilities at each point in time.

## 2. SENCO 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:**

- Teaching Staff/Lead Practitioner/HLTA to identify students where Access Arrangements may be required. The employment of outside agencies/professionals may be required
- Head of Centre responsible for ensuring position is covered should absence have the potential to disrupt exam preparation
- SENCO/Exams Officer to ensure Access Arrangements are in place by the Autumn term of Year 10 for students where possible
- Exams Officer to plan Access Arrangements for exam days in advance of the summer series in consultation with SENCO.

## 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:**

- Exams Officer to liaise with Acting Head of Department/Second in Department and/or SLT if necessary, to ensure all deadlines are adhered to. Where this is not possible, the Exams Officer will liaise with the relevant awarding body and act upon advice received.
- Head of Centre responsible for ensuring the priority of teaching is the examination cohort.
- Staff will be covered, by trained professionals, in all circumstances.

**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:**

- Exams Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion
- Cover Supervisors and Non-Teaching staff to receive up to date Exam Invigilator Training to ensure back up is available for invigilation duties in cases of emergency/short notice invigilator absence on peak exam days.

**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:**

- Exams Officer to organise rooming for examinations ensuring sufficient time is available to identify appropriate rooms and plan accordingly
- In the event of a room not being available at very short notice, staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. SLT to work with Exams Officer during such emergencies
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident.



## 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 to contact awarding bodies directly to arrange alternative methods of information exchange.
- Exams Officer to liaise with awarding bodies at all times during the system failure to minimise disruption and costs
- Head of Centre to be kept informed at all times.

## 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:

- Head of Centre/SLT to manage such incidents and be responsible for finding alternative venues/methods of learning
- Priority given to exam cohort
- Centre to communicate with parents and students.

## 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:

- Exams Officer to liaise with student and parent to find alternative venue/apply for Special Consideration/advise on next opportunity to sit
- Exams Officer will contact relevant awarding body and seek advice for any such difficulties and liaise with SLT to take appropriate action.

## 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
- 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 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:**

- The Exams Officer will contact the relevant awarding body to discuss alternative arrangements and liaise with SLT to take appropriate action
- Open for candidate only if possible
- Use alternative venue in agreement with awarding organisations
- Offer students the opportunity to sit the next series.

**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:**

- Exams Officer to contact relevant awarding body to organise alternative delivery of papers
- Exams Officer to log all deliveries of exam papers, open and cross reference against entries ensuring correct numbers are received
- Exams Officer to notify relevant awarding body of any discrepancies.

**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:**

- Exams Officer to contact relevant awarding body to notify them of any such incidents and put in place suitable alternative delivery arrangements.

**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:**

- Exams Officer to communicate with awarding body immediately
- Head of Centre to communicate to students and parents
- Student marks to be submitted based on any appropriate evidence
- Candidates offered the opportunity to re-sit in subsequent series.



### 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:**

- Exams Officer to contact awarding body to notify them of any such incident and act upon advice given
- Head of Centre to assess alternative arrangements for issuing results with the regulators
- Head of Centre to inform transition schools, students and parents about delay as soon as possible.

## 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>