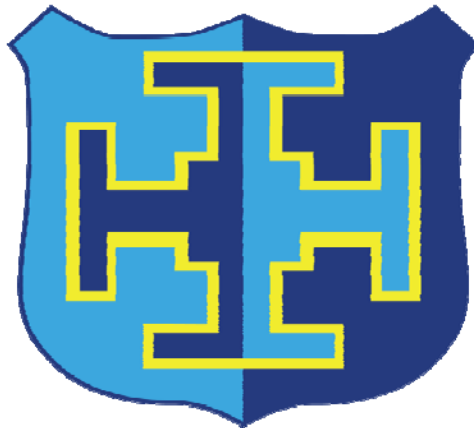


**Exams Contingency Plan
Our Lady and St Chad Catholic Academy**

September 2017



Structure of the Department:

The department is structured with an Exams and Data Manager. The department is overseen by the Vice Principal.

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 Our Lady and St Chad Catholic Academy by outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

For the academic year 2015/16, and with effect from the June 2016 examination series onwards, all centres must have an examination contingency plan/examinations policy on file for inspection.

Alongside internal processes, this plan is required by JCQ as 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.”

The examination contingency plan/examinations policy should cover all aspects of examination administration. It will allow senior leaders to have a robust contingency plan in place, minimising risk to examination administration and any adverse impact on students, should the examinations officer be absent at a critical stage of the examination cycle.

Causes of potential disruption to the exam process

1. Exams and Data Manager 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 / PPE

- Approval for Access Arrangements not applied for to the awarding body
- Room bookings not made e.g. Sports Hall and classrooms
- Exam timetabling, rooming allocation; and invigilation schedules not prepared
- Candidates not briefed on exam timetables and JCQ/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:

- VP and Examinations Manager to appoint temporary co-ordinator to cover an extended absence, ensuring the team is managed and all key tasks are met
- Procedure manuals are available which cover all exam processes used by OLSC
- CPD cross training within the Exams and Data team to ensure all areas of the exams processes and deadlines can be met
- New exams staff to attend training sessions provided by awarding bodies to become familiar with JCQ requirements

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 / PPE

- 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
- Medical evidence not provided to Exams
- Exam time
- Access arrangement candidate support not arranged for exam rooms

Centre actions:

SENCO to use alternative suitably qualified assessor to carry out assessments

All members of the SENCO/Exams teams to be conversant with the procedures for requesting approval with individual awarding bodies and arranging candidate support

3. Faculty Leader 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 and Data Manager on time; resulting in pre-release information not being received
- Final entry information not provided to the Exams and Data Manager 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:

Contact Assistant Faculty Leader for required information

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

To be appointed.

Availability to work will be notified on availability forms issued by the Exams Office.

Centre actions:

- Contact another invigilator in the first instance to cover absence on the day
- New invigilators will undergo a period of shadowing following appointment under the guidance of the Exams Manager
- Training is compulsory for invigilators each year to ensure all are up to date with JCQ changes for the current year – training session to be held in March/April annually
- School support staff would be used to cover any shortfall or absence of invigilators

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Exams and Data Manager 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:

- Priority would be given to exams and classes moved to make suitable rooms available
- Consideration would be given to using alternative accommodation with agreement from awarding bodies and completion of appropriate change of venue forms

6. Failure of IT systems

Criteria for implementation of the plan

- MIS system/internet failure at final entry deadline

- MIS system failure during exams preparation
- MIS system/internet failure during online exams/assessments
- MIS system failure/internet at results release time

Centre actions:

- Contact MIS provider for assistance
- Contact awarding body to discuss alternative ways to submit data or request extension to deadline
- As an alternative to using school MIS access awarding body secure site to produce provisional statement of results and results data
- Contact awarding body to discuss options if failure with IT during online tests

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:

- Provide alternative on-line learning methods during extended closure
- Provide additional teaching time to cover lost time

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:

- Contact awarding bodies in the first instance for advice
- Communicate information via the school website, text messaging, school email
- If possible open an area of the site for exam candidates only
- Apply for Special Consideration for candidates where they meet the minimum requirement and were unable to sit the exams
-

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

Centre actions:

- Liaise with candidates and awarding bodies to whether the exams can be sat at an alternative venue
- Communicate information via the school website, text messaging, student email
- Where possible on-demand on-screen exams would be re-scheduled for an alternative date or venue
- Apply for Special Consideration for candidates where they meet the minimum requirement and were unable to sit the exams

10. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to centres in advance of the examinations

Centre actions:

- Download papers from awarding bodies secure systems, copy sufficient number and store under secure conditions
- If unable to access secure systems request the awarding body to email a copy

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:

- Contact awarding bodies in the first instance for advice
- Where possible parcels should be taken to an Express Post Office or Parcel Force depot who accept Parcel Force packages or
- Ensure scripts are kept in secure storage and arrange an alternative collection date

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:

- Contact the awarding bodies for advice
- Provide where possible other appropriate evidence of candidate achievement as agreed with the awarding bodies to generate marks

13. Centre unable to distribute results online 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:

- Use alternative venue to access results and process post results services
- Arrange an alternative collection venue

- Communicate alternative arrangements to candidates using the school website, text messaging or student email

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://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

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 - Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

JCQ

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>

Guidance on access arrangements and special consideration

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Suspected malpractice in examinations

<http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2015-16>