

S40 Examinations Contingency Plan

Approved by Full Governing Body:

March 2019

Next Review:

March 2021

Responsible:

The Principal

Content

A. Purpose of the plan

B. Causes of potential disruption in the exam process

1. Exam Officer extended absence at key points in the exam process (cycle)
2. SENCo extended absence at key points in the exam cycle
3. Teaching staff extended absence at key points in the exam cycle
4. Invigilators – lack of appropriately trained invigilators or invigilator absence
5. Exam rooms – lack of appropriate rooms or main venues unavailable at short notice
6. Failure of IT systems
7. Disruption of teaching time – Centre closed for an extended period
8. Candidates unable to take exams because of crisis – Centre remains open
9. Centre unable to open as normal during the exams period
10. Disruption in the distribution of the examination paper
11. Disruption to the transportation of the completed examination scripts
12. Assessment evidence is not available to be marked
13. Centre unable to distribute results as normal

A. 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 The Bushey Academy. 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;”*

B. 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:

The Vice-Principal: Achievement and Standards will coordinate these events.

- Planning
 - Ensure that all estimated entries are collated by October half term.
 - HODs to provide full details of Exam Boards and Syllabus.
 - HODs to provide lists of students and tiers for entry.
 - HR to advertise vacancies for Invigilators
 - HR to source and provide training for invigilators
- Entries
 - HODs are fully aware of entry deadlines and materials required for tasks.
- *Pre-exams*
 - Records carefully kept regarding rooming etc. from previous season and used to inform subsequent season.
 - Candidate assembly delivered by Vice-Principal: Achievement and Standards.
 - All exam papers and Early Release Material delivered to Vice-Principal: Achievement and Standards to be stored securely.
 - Data Manager and Vice-Principal: Achievement and Standards hold logins for exam submission and liaise with HODs to ensure accurate entries.
- *Exam time*
 - Centre Manager to ensure, via SLT link, that all procedures are followed as prescribed by JCQ and/ or relevant Awarding Body.
- *Results and post-results*
 - Data Manager to download results and print results slips
 - Vice-Principal: Achievement and Standards to facilitate post results services.

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:

- *Planning*
 - The SENCo and Individual Needs Co-Ordinator are responsible for the administration of Access Arrangements.
- *Pre-exams*
 - The SENCo and Individual Needs Co-Ordinator will order modified papers.
 - The SENCo and Individual Needs Co-Ordinator will ensure that the necessary people and relevant training is provided
- *Exam Time*
 - The Examinations Officer will process, implement and facilitate any emergency Access Arrangement requirements.

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:

- The SLT line manager should have full knowledge of requirements and deadlines.

The SLT line manager should have full access to Coursework and Controlled Assessment grades.

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:

- HR to have full knowledge of required numbers and training.

A back up pool of invigilators should be available for short notice requirements.

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:

- Ensure that a list of appropriate rooms is available.

The Sports Hall and the Cloister Hall are available should the Grand Hall be unavailable.

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:

- Provide Excel Spreadsheets for Exam Boards detailing entries. Entries submitted on spread sheets.
- Seating Plans and rooming to be produced on Excel
- A file of candidate numbers to be kept separately to MIS

Results to be downloaded directly from Exam Board websites and uploaded to MIS at the soonest possible time.

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:

Parents, carers and candidates will be contacted to notify them of disruption to teaching and to notify them of the plan in place to address this.

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 Examinations Officer will communicate with relevant Awarding Body to make them aware of the issue. The Academy will communicate with parents, carers and candidates regarding solutions to 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:

- The Examinations Officer will contact the Awarding Bodies to inform them of the situation and seek guidance.

There is agreement with Sacred Heart Primary School, Bushey Manor Junior School and Bournehall Primary School who have all agreed to accommodate pupils in the event that the academy cannot open during public exam times.

Contact for each school:

Sacred Heart Primary School	Suzanne Pryke	01923 901 179
Bushey Manor Junior School	Kate Fiddler	01923 226 362
Bournehall Primary School	Jill Litchfield	020 8950 4438

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:

The Examinations Officer will contact Awarding Body to organise alternative delivery of papers.

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 Examinations Officer will seek advice from Awarding Body alternative acceptable solutions.

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:

The Head of Centre will contact the Awarding Body immediately and communicate with candidates and parents at the soonest possible opportunity.

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:

The Examinations Officer will contact individual awarding bodies informing them of such circumstance and seek guidance.