

Examination Contingency Plan

Date to be reviewed	October 2024
Policy Status	Statutory
Responsible member	Naomi Chalkley

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 is Mrs Caren Earp, Executive Headteacher. They 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 Miss Naomi Chalkley, Deputy Headteacher every year in the autumn term, 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

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.

- Absence of exam officers, teaching staff and/or invigilators
- Lack of appropriately trained invigilators
- Failure of IT systems
- Lack of appropriate exam rooms
- Emergency evacuation of the exam room (or centre lock down)
- Markers unable to mark papers according to schedule

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	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	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	Deputy Headteacher (Curriculum)
Candidates unable to take examinations because of a crisis – centre remains open	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	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	Exams officer

		<p>Communicate any changes to your plans with parents and pupils</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p>	
Centre is unable to open as normal during the examination period ¹	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	<p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies</p> <p>Use alternative venues in agreement with relevant awarding organisations</p> <p>Communicate any changes to your plans with parents and pupils</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	Exams officer
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	Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hardcopies	Exams officer

¹ Alternative venues: Henlow Pavilion, Henlow Parish Hall, Raynsford Academy

		<p>If the above isn't possible, you will receive electronic access to papers via a secured external network</p> <p>You will need to have plans in place to ensure you can receive, make and store papers under secure conditions</p> <p>As a last resort, your awarding organisation may consider rescheduling the examination</p>	
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<p>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</p> <p>Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection</p> <p>Ensure secure storage of completed examination papers until collection</p> <p>If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the JCQ's instructions for conducting examinations</p>	Exams officer
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	<p>Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers</p> <p>Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement</p>	Exams officer

		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 ²	In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services	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	Exams officer
Centre suffers cyber-attack that may compromise any aspect of delivery		<ul style="list-style-type: none"> • All our school information is backed up remotely on a weekly basis and we use google sheets to enter and hold data relating to exams. • Seating plans/timetables are prepared in advance and if necessary a person would be appointed to prepare these manually. • Exam entries will be made in consultation with the relevant exam board • Follow the NCSC guidelines • Ensure all work submitted to exam boards is archived on google drive • Marks collected for internal assessment purposes are collected via google drive 	

² Alternative sites: Henlow Pavilion, Henlow Parish Hall

		<ul style="list-style-type: none"> Where assessed work is completed under supervised conditions on line, work completed is automatically and regularly backed up in different locations. 	
<p>MIS/IT system failure at final entry deadline</p> <p>MIS/IT system failure during exams preparation</p> <p>MIS/IT system failure at results release time</p>		<ul style="list-style-type: none"> All our school information is backed up remotely on a weekly basis and we are now using google sheets to enter and hold data relating to exams. Seating plans/timetables are prepared in advance and if necessary a person would be appointed to prepare these manually. Exam entries will be made in consultation with the relevant exam board Follow the NCSC guidelines Ensure all work submitted to exam boards is archived on google drive Marks collected for internal assessment purposes are collected via google drive Where assessed work is completed under supervised conditions on line, work completed is automatically and regularly backed up in different locations 	
Exam officer extended absence at key points in the exam process	<p>Key tasks required in the management and administration of the exam cycle not undertaken including:</p> <p>Planning</p>	<ul style="list-style-type: none"> Recruitment of invigilators will be undertaken by the HR department. Senior Leadership team are to ensure that JCQ regulations are strictly adhered to. It is the responsibility of the Head of Centre to appoint a member of the Senior Leadership Team to take upon this 	

- 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

responsibility and to ensure that they are familiar with the JCQ regulations.

- Training of invigilators will be undertaken either by outside agencies.
- Invigilators who have helped in previous exam cycles will be employed to assist.
- The Data Manager has access to the Academy computer system via a VPN and can assist, if possible, from off site
- Planning
- Senior Leadership team will provide guidance and support to Heads of Departments. Documentation from previous years' specifications offered is available for updating and confirming with HOD's.
- Annual exam plan from previous year can be consulted and updated by SLT
- The recruitment of invigilators can be undertaken by HR and training can be provided by outside agencies.
- Entries
- SLT to liaise with HOD's to ensure that subjects they teach may require early release materials. SLT to contact relevant awarding bodies to ensure the centre receives them. Pre-release materials can be downloaded from Awarding Body

- 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

- Results not downloaded
- Access to examination results affecting the distribution of results to candidates
- The facilitation of the post-results services

- Websites once they are published and can be re-produced by the Reprographics department if necessary.
- SLT to oversee the entry process and if necessary can request the assistance of Exams Officers from the locally run Exam officer Network Group.
- SLT and Deputy Exam Officer, to liaise with HOD's to confirm correct entries made and to correct any errors. SLT are to make available funding for any late fees if required.
- Pre Exams
- SLT/admin staff to prepare invigilation schedules, rooming and timetabling with admin support from other office staff, invigilators and with input from the SLT.
- Information for candidates from previous exam cycles can be updated by admin staff and verified by SLT.
- External invigilators will be employed where necessary
- Head of Year to ensure that all candidates are fully aware of the rules and regulations and have checked their timetables sent via In Touch.
- SLT to ensure that HOD's prepare their internal assessment marks and either input them online or complete all the relevant paperwork. Admin staff will send off to

		<p>Awarding Bodies under the direction of SLT.</p> <ul style="list-style-type: none">● Head of Centre to ensure that a member of the SLT is responsible for the secure storage of examination materials and that said personnel are fully complicit with JCQ and any other awarding body regulations.● Exam Time● SLT, Head of Year(s) and key personnel to be present for every exam session to ensure that the exams are undertaken under the correct conditions and to give support.● A rota for this is to be drawn up by SLT in advance of the exam cycle.● SLT to oversee the completion of any malpractice procedures.● SLT, with the help of increased admin/invigilator support, to ensure that completed scripts are sent off to awarding bodies.● Results and Post Results● SLT will undertake the downloading and preparing the statement of results for the candidates, assisted by the Data Manager and SLT.● Invigilators will be employed to assist with the distribution of results to candidates under the direction of SLT and Admin support.	
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<p>SENCo extended absence at key points in the exam cycle</p>	<p>Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:</p> <p>Planning</p> <ul style="list-style-type: none"> • Candidates not tested/assessed to identify potential access arrangement requirements • Evidence of need and evidence to support normal way of working not collated <p>Pre-exams</p> <ul style="list-style-type: none"> • Approval for access arrangements from the awarding body not applied for • 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 <p>Exam time</p>	<ul style="list-style-type: none"> ● The Academy will seek support from external agencies (Patos) to undertake the assessment for potential access arrangements. Where appropriate staff cannot be sought within the Centre, the SLT will appoint an external agency to undertake the testing. ● Admin support will be made available to collate evidence of need within the Learning Support Department by utilising existing administrative staff or Learning support Assistants. ● Approvals to awarding bodies will be undertaken by admin staff under the supervision of SLT, who will also undertake the ordering of modified papers – and liaise with Awarding Bodies should modified paper deadlines have ● been missed ● The deputy SENCo will oversee the training of staff involved in supporting candidates with access arrangements. Administrative staff within the learning support department will liaise with SLT/admin staff to organise suitable personnel and rooming etc. 	

	<ul style="list-style-type: none">• Access arrangement candidate support not arranged for exam rooms		
Head of centre absence at a critical stage of the exam cycle	Where the head of centre may be absent at a critical stage of the examination cycle, main duties and responsibilities will be escalated.	<ul style="list-style-type: none">• The deputy Headteacher will oversee the management and administration of the exam cycle and may call for support from additional SLT and the chair of trustees.	