



**EXAMINATIONS CONTINGENCY PLAN
POLICY
2020/2021**

Author: Examinations Officer
Approved by: Head of Centre
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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 Egerton Rothesay 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*. (See file)

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 are not undertaken, these may include:

- *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 a suitable Deputy Examinations Officer as rapidly as possible, who will follow procedures and practices within the Examinations Officer remit.
- Exams Officer to ensure essential information is available to Head of Centre
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times.
- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1)

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:

- Head of Centre to appoint a suitable Deputy SENCo as rapidly as possible, who will follow procedures and practices within the SENCo remit.
- Exams Officer to ensure essential information is available to Head of Centre
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times.

3. Heads of Department 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:

- Head of Centre to ensure departmental continuity by requesting an alternative member of staff takes responsibility for the actions above.

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:

- Examinations Officer to maintain a short list of suitable candidates.
- Examinations Officer to ensure that capacity is never exceeded on any one day.
- Head of Centre/Examinations Officer to review training procedures regularly and put in place additional training as required.
- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1)
- Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)
- Examinations Officer to ensure an Incident Log is in place (Appendix 3)

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:

- Pre-planning at all stages is essential.
- Head of Centre and Examinations Officer to continually review all stages of the process.
- The Dell (Studio) to be first option as alternative venue for emergency accommodation. St Francis Hospice, Berkhamsted to be used as an Emergency Venue.
- The two new builds (Sept 2016) on lower playground as overflow exams rooms.
- Emergency Evacuation plan should be in place (Appendix 2)

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:

- Head of Centre and examinations to contact in-house IT department.
- Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.

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:

- Centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- Provide appropriate work via the school's secure website.
- Examinations Officer to advise the Examination Boards as appropriate.
- In extreme circumstances advise candidates they may need to sit exams in the next available series.

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 centre to communicate with relevant awarding organisations at the outset to make them aware of the issue.
- The centre to communicate with parents, carers and candidates regarding solutions to the issue.
- Centre to prioritise other school buildings on site for exam use.
- Should a number of candidates need to be isolated due to sickness, use the Dell (Studio) and request a member of the Medical Staff to be on hand.
- Apply for Special Consideration for those affected to the appropriate Exam Boards.

9. 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 centre to communicate with awarding organisations to organise alternative delivery of papers.
- Arrange with Exam Boards for alternative means of receiving papers either electronically or alternative courier.
- Examinations Officer to ensure papers are kept securely until needed.

10. 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 centre to communicate with relevant Exam Boards at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant Exam Boards.
- Scripts must be stored securely until such time transport is confirmed.

11. 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:

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.
- It may be necessary for the candidates to retake the assessment at the next available opportunity.

12. 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:

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.

Exam Item	Location/ HoldersName	Responsibility
Keys to Secure Storage for exam papers and exam stationery	CP holds spare keys	NM (CP)
Exams Office – Centre Timetable	Timetable widely published	NM (CP)
A3 and A4 Seating plans & Attendance Registers	In labelled filing boxes in exam office in order of exam date and time	NM (CP)
Exam cards / Daily Exam Rota sheets / Official Posters etc.	In labelled filing box in exam office. Official posters in cupboard	NM (CP)
Invigilators / Readers Scribes etc.	Cover Supervisor	RS
Access Arrangements	Pupils' Access Arrangements on spreadsheets on Staff board / in pockets on EO office wall	NM (AW)
Cover sheets for Scribe / OLM / Word Processor	Printed from JCQ website / in pockets on EO office wall	NM (AW)
Script envelopes	On shelves in room containing exam safe	NM (CP)
Examiner address labels	Posted to Centre or emailed to exams@eger-roth.co.uk - to print on yellow labels. Pearson's are on attendance registers	NM (CP)
Exam clashes	Resolution notice on desk	NM (CP/RS)
Collection of scripts	Exams Officer / Invigilators	NM (Invigilators)(CP)
Collation of scripts and Cover sheets	Exams Officer: Candidates checked off on official attendance registers which must be completed before posting	NM (CP)
Completion of 'Exam Dispatch Log' for posting	On shelf in room containing exam safe. Find exam code and parcel number on label: PB_____001	NM (CP)
Posting Sealed Exam Parcels	Take to Reception – Shelf left of window. If not collected by 5pm Parcel is locked in filing room.	NM (CP) Reception
Awarding Bodies tel no:	AQA 0800 197 7162 PEARSON 0844 463 2535 OCR 0122 355 3998 CIE (Cambridge) 0122 355 3554 PARCELFORCE Yellow Label Service	0344 561 7998

Appendix 2

Policy for Severe Disruption/Evacuation during External Examinations

Possible Causes

- Unreasonable noise disruption
- Fire/Bomb/Flood Alert during an Examination

1.Unreasonable noise disruption

In the event of a severe disruption in an externally set examination, invigilators are advised to stop the examination, tell the candidates to close their answer books, make a note of the time and summon help (Exams Officer/Head of Centre /Fire Officer/Main Office) to sort out the problem. Exam room conditions must be maintained.

When the disruption has been resolved the candidates can resume their examination and the time taken to resolve the issue added on at the end of the examinations. The candidates must be supervised at all times and thus the break in the examination can be regarded as ‘a supervised rest break’.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. The Exams Officer to make Examining Bodies aware of the disruption if necessary.

2.Fire/Bomb/Flood Alert during an Examination

In the event of a fire alarm or bomb alert sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.

The invigilator should summon assistance, if there is time and it is appropriate, via the Exams officer who will confirm if immediate evacuation is necessary and the School Office who will call the reserve invigilator and notify the Fire officer. A decision will be made as to whether a full evacuation is necessary.

If the emergency is over quickly, the candidates should resume the examination. A careful note of the time of resumption must be noted and the full time allocated for the examination given to complete the examination, ignoring the interruption.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. and a special consideration form will be filled in so as not to disadvantage the candidates.

IN THE EVENT OF AN EMERGENCY (e.g. Fire Alarm)

- Stay calm!
- The Examinations Officer will be there to advise as soon as possible.
- **Record the time** that the incident occurred.
- Pick up the **Attendance Registers** and take with you.
- **Reassure pupils** that this will not affect their results – as long as they follow your instructions -

DO NOT TALK TO OR COMMUNICATE WITH EACH OTHER

LEAVE ALL PAPERWORK/SCRIPTS ON THEIR DESKS

LEAVE THE ROOM **IN SILENCE** USING THE APPROPRIATE FIRE EXIT

ASSEMBLE ON THE LOWER PLAYGROUND **IN SILENCE** UNTIL THE ALL-CLEAR ARRIVES

- Outside, monitor the candidates, as far as possible, to ensure there is no communication between them.
- When the all-clear is given, return with the candidate(s) to the exam room.
- Settle the candidate(s) back to their desks, and tell them when to begin working.
- **Record the time the Examination is re-started.**
- Work out the time lost, and write the new end times for the exam on the board.
- Continue the examination as normal.

The Examinations Officer will submit a request for “Special Consideration” for all the candidates, so that allowance for the disturbance is made when their scripts are marked.

Exam Room Incident Log

This incident log is for the exams officer or invigilator(s) to use to record any irregularities¹ that may happen in the exam room at the point of occurrence.

*All irregularities **must** be recorded.*

An exam room incident log should be used to record any irregularities. [JCQ ICE 13]

Exam date/session:	AM/PM	Exam room:	Exam(s):

In order to avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff must check the time, date and any other paper details before a packet is opened. [JCQ ICE 1, 11]

Prior to opening the above exam paper packets provided by the exams officer, I confirm that I have checked against the timetable that the date, session and paper details are correct.

Signature of member of centre staff to confirm the above statement:

Time	Incident description
	Recorded by:
	Recorded by:
	Recorded by:

After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to awarding bodies. The incident log will be affixed to the seating plan, copy of the attendance register(s), and exam room checklist for this exam room session.

¹Irregularities are unplanned incidents that could impact on the security of the examination, breach the rules and regulations or affect the conditions that enable candidates to achieve their potential. Examples include: candidate late/very late arrival; suspected malpractice (candidate, centre staff); emergency evacuation; candidate illness/distress; disturbance inside/outside the exam room; unauthorised persons entering the exam room etc.

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>