

Exam Contingency Plan

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Intended Audience

Intended Audience	Intended Method of Distribution
Staff, Parents and Carers	Shared Google Drive, web

AMENDMENT TRACKER

Name of reviewer: Martin Higgon

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Summary of all changes being proposed in this policy review:

Amendment to wording of the Centre Actions for Sections 5, 7 and 8 to:

“Agreement with SIGMA schools to use exam halls within the trust”.

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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 Harwich & Dovercourt High School. 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.

Alongside internal processes, this plan is informed by information 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.”

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

If any of the following tasks are not undertaken:

- *Planning*
 - annual data collection exercise
 - annual exams plan identifying essential key tasks, key dates and deadlines
 - sufficient invigilators recruited and trained
- *Entries*
 - Insufficient entries recorded
 - candidates not entered with awarding bodies for external exams/assessment
- *Pre-exams*
 - exam timetabling, rooming allocation; and invigilation schedules not prepared
 - 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*
 - exam conditions compromised
 - candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
 - access to examination results compromised affecting the distribution of results to candidates

Centre actions:

- A 2nd member of staff (Rebecca Rooker) will be trained in the key tasks. An EO from the SIGMA trust will be borrowed to keep tasks up to date.
- Exam boards notified of any adverse circumstances
- 2nd exams member of staff or SLT line manager will perform administration
- Head/DHT informed immediately of any infringements to exam protocol and appropriate action taken (See exam policy)

2. SENCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

If any of the following are not undertaken:

- *Planning*
 - candidates tested/assessed for access arrangements
- *Pre-exams*
 - approval for access arrangements not sought
 - modified paper requirements not identified
 - absence of staff providing support for access arrangements
- *Exam time*
 - access arrangements not in place

Centre actions:

- A Specialist teacher works alongside the Senco ensuring that there are 2 people present with knowledge of the exams system and that access arrangements happen
- Students follow existing protocol and the exam board notified through special considerations

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

If any of the following are not undertaken:

- *Early/estimated entry information not provided*
- *Final entry information not provided to the exams officer on time; resulting in:*
 - *candidates not being entered for exams/assessments or being entered late*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

Centre actions:

- The School system allows for a Head of Faculty, Head of Department and Deputy Head of department. This means that there should always be a member of staff available with knowledge of the exam system.

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

Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam*

Centre actions:

- Pool of contingency staff trained in invigilation

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

Criteria for implementation of the plan

- *Exams officer unable to use appropriate rooms during exams period*
- *Whole school closure on day of exam*

Centre actions:

- **Agreement with SIGMA schools to use exam halls within the trust**
- Awarding body informed

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:

- Entries are completed in advance of the deadline but any problems would be reported to the Awarding Bodies.
- A team of IT specialists are available in school and the MIS provider has a help desk available.

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:

- Agreement with SIGMA schools to use exam halls within the trust

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:

- Agreement with SIGMA schools to use exam halls within the trust

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:

- The Awarding Bodies would be contacted to offer advice and options to the candidates.

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:

- Scripts would be kept under secure conditions and Parcel Force contacted to arrange alternative collection.
- Exam board contacted

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:

- The Awarding Bodies would be contacted to offer advice and options to the candidates

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:

- The Awarding Bodies would be contacted to offer advice and options to the candidates. Results are generally available on the Awarding Bodies websites as well as downloaded to the school.

*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

GOV.UK

Emergency planning and response: Severe weather; Exam disruption

<https://www.gov.uk/guidance/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>

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>

Statutory guidance on school closures <https://www.gov.uk/government/publications/school-organisation-maintained-schools>