



Aldercar High School

Exam contingency plan

2019/20

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	September 20

Key staff involved in contingency planning

Role	Name(s)
Head of centre	Clare Hatto
Exams officer line manager (Senior Leader)	Leigh Parry
Exams officer	Carly Kyle
SENCo	Kate Temple
SLT member(s)	Jo Powdrill
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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Aldercar high 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 the *Exam system contingency plan: England, Wales and Northern Ireland* which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted*.

This plan also confirms Aldercar High School is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2018-2019*) that the centre *has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.*

Possible causes of 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

- ▶ *invigilators not trained or updated on changes to instructions for conducting exams*
- ▶ *exam timetabling, rooming allocation; and invigilation schedules not prepared*
- ▶ *candidates not briefed on exam timetables and awarding body information for candidates*
- ▶ *confidential 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, for example very late arrival, suspected malpractice, special consideration*
- ▶ *candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

- ▶ Deputy Head (Academic) 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 Deputy Head (Academic)
- ▶ Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

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*
- ▶ *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- ▶ *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*
- ▶ *centre-delegated arrangements not put in place*
- ▶ *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- ▶ *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

Exam time

- ▶ *access arrangement candidate support not arranged for exam rooms*

Centre actions to mitigate the impact of the disruption

- ▶ Deputy Head (Academic) 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 Deputy Head (Academic)
- ▶ Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

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

Non-examination assessment tasks not set/issued/taken by candidates as scheduled

Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking

Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

- ▶ Deputy Head (Academic) to ensure departmental continuity by requesting an alternative member of the 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 to mitigate the impact of the disruption

- ▶ HR to maintain a short list of suitable candidates.
- ▶ Examinations Officer to ensure that capacity is never exceeded on any one day.
- ▶ 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 to mitigate the impact of the disruption

- ▶ Pre-planning at all stages is essential.
- ▶ Deputy Head (Academic) and Examinations Officer to continually review all stages of the process.
- ▶ HR and SLT will assist in sourcing an alternative room ensuring or organising in the Examinations Officer's absence.
- ▶ 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 to mitigate the impact of the disruption

- ▶ Deputy Head (Academic) and examinations to contact in-house IT department.
- ▶ Examinations Officer to make entries from another venue direct to the Awarding Bodies.

- ▶ Examinations Officer to contact all Awarding Bodies (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.

7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

- ▶ Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)

8. 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 to mitigate the impact of the disruption

- ▶ The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- ▶ Examinations Officer to liaise with Awarding Bodies to sit exams at a different venue to be prioritised for students with imminent exams.
- ▶ 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.

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 to mitigate the impact of the disruption

- ▶ The centre to communicate with relevant Awarding Bodies at the outset to make them aware of the issue.
- ▶ The centre to communicate with parents, carers and candidates regarding solutions to the issue.
- ▶ Examinations Officer to liaise with Awarding Bodies to sit exams at a different venue in extremis.
- ▶ Should candidates need to be isolated due to sickness, use the Nearside of the Sports Hall and request a member of the First Aid team to be on hand.
- ▶ Examinations Officer to apply for Special Consideration for those affected to the appropriate Awarding Bodies.

10. Centre unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations.

Centre actions to mitigate the impact of the disruption

- ▶ Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)

11. 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 to mitigate the impact of the disruption

- ▶ The centre to communicate with Awarding Bodies to organise alternative delivery of papers.
- ▶ Arrange with Awarding bodies for alternative means of receiving papers either electronically or alternative courier.
- ▶ Examinations Officer to ensure papers are kept securely until needed.

12. 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 to mitigate the impact of the disruption

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

13. 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 to mitigate the impact of the disruption

- ▶ 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 Awarding Bodies may generate candidate marks for the affected assessments based on other evidence, as defined by the Awarding Bodies and the regulators.
- ▶ It may be necessary for the candidates to retake the assessment at the next available opportunity.

14. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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 to mitigate the impact of the disruption

- ▶ Centres to contact Awarding Bodies 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.

Appendix 1

Exams Day Contingency plan

Exam Item	Location/Holders Name	Responsibility
Keys to Secure Storage for exam papers and exam stationery	Site Staff have spare keys	SB1 / VG1
Exams Office Centre timetable	Accessible with key In secure file online and widely published	VG1 / LP2
Seating plans	In exam folder or ready to print off SIMS	VG1/ LP2
Exam ID cards / setting out of exam rooms / notices etc.	All in exam folders or exam box. Attendance registers kept with scripts.	VG1 Invigilators to set exam rooms up
Invigilators	Organised before exam season, HR has all contact details.	KT1 to ensure regulations adhered to.
Access Arrangements		KT1 / Invigilators
Script envelopes / Examiner address labels	In secure room	VG1 / LP2
Exam clashes	Exam clash form in exam admin folder in exams office on shelf	Exam clash form in exam admin folder in exams office on shelf
Collection of scripts	Invigilators	Invigilators
Collation of scripts	Sorted and bagged on return to the exams secure room.	VG1 / LP2
Completion of proof of posting form / posting scripts	Recorded and stored in yellow folder called Parcelforce	VG1 / LP2
Awarding Bodies tel no: WJEC AQA OCR Pearson NCFE EAL	02920 265 000 0800 197 7162 01223 553 998 0344 463 2535 0191 239 8000 01923 652400	

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 from the Exams Officer 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. Exams Officer or SLT will communicate with the invigilator and 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.



Aldercar High School

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- The evacuation point for exams is on the tennis courts.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Appendix 3

Exam room incident log

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

Exam date and session XX / XX / 201X AM/PM	Exam(s) Awarding body Paper number Subject title
Exam room Insert	

Tick boxes in rows are for EO use (if incident relates to a candidate admitted very late to the exam room) to confirm submission of VLA report to awarding body

Time	Incident description and any actions (taken by the exams officer (EO)/invigilator) at the point of occurrence
	<input type="checkbox"/> VLA
	Recorded by: Name & signature
	<input type="checkbox"/> VLA
	Recorded by: Name & signature
	<input type="checkbox"/> VLA
	Recorded by: Name & signature
	<input type="checkbox"/> VLA
	Recorded by: Name & signature
	<input type="checkbox"/> VLA
	Recorded by: Name & signature
	<input type="checkbox"/> VLA <input type="checkbox"/>
	Recorded by: Name & signature

¹ Irregularities are unplanned incidents that could impact on the integrity and 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/need to leave the exam room; disturbance inside/outside the exam room; unauthorised persons entering the exam room etc.

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

Further guidance to inform procedures and implement contingency planning

Ofqual

[Ofqual guidance extract taken directly from the *Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted*, (updated 23 January 2018) <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>]

JCQ

Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

[JCQ guidance taken directly from JCQ *Instructions for Conducting Examinations 2018-2019* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, section 15, **Contingency planning**]

General Regulations for Approved Centres <http://www.jcq.org.uk/exams-office/general-regulations>

Guidance on *Alternative Site* arrangements and *Transferred Candidate* arrangements

Accessed through secure login to the Centre Admin Portal (CAP) or through the JCQ training site <http://jqc.training.jcq.org.uk/CAP/Home/Training>

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

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>