



# St James School

## Policy: Exam Contingency Plan 2019/20

**Policy Date:** September 2019

**Review Date:** September 2020

**Author of policy:** Mrs K Duke

This plan is reviewed annually to ensure compliance with current regulations

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**Exam contingency plan template (2017/18)**  
Hyperlinks provided in this document were correct as at October 2017

## Key staff involved in contingency planning

<b>Role</b>	<b>Name(s)</b>
Head of centre	Miss L Skinner
Exams officer line manager (Senior Leader)	Miss T Busby
Exams officer	Mrs K Duke
SENC <sub>o</sub>	Miss T Busby
SLT member(s)	

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## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at the St James 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 St James is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2017-2018*) 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*

#### *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*
- ▶ *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*

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- ▶ *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

- ▶ **Planning** – SLT to contact EO from within the TWMAT to ask for advice and support.
- ▶ **Invigilation** – SLT to contact EO from within the TWMAT to ask for guidance on how to allocate/recruit/train invigilators to meet the necessary JCQ requirements. SLT to ensure all invigilators have seen the updated JCQ ICE booklet.
- ▶ **Entries** – SLT to contact EO from within the TWMAT to ask for advice and guidance also to contact Exam Boards and Scomis to make sure entries have been sent by the deadline so that late fees are not incurred.
- ▶ **Pre-Exams** – SLT to contact EO from within the TWMAT & Scomis to ask for advice, support & guidance to enable timetables, seating plans, room allocation and invigilation to be created & issued.
- ▶ **Secure Storage** – Second key holder to ensure all exam scripts & answer booklets are stored as per the JCQ ICE booklet. HOD's to ensure all candidates work is stored as per the awarding bodies instructions, including any pre-release material.
- ▶ **Internal assessment marks** – SLT to contact EO from within the TWMAT & Scomis to ask for advice and support. HODs to submit marks with SLT to ensure exam board deadlines are met.
- ▶ **Exam time** – Senior invigilators to ensure all JCQ regulations are met when undertaking any external examinations/assessments.
- ▶ **Exam Reports** – SLT to contact EO from within the TWMAT to ask for advice and support.
- ▶ **Script Dispatch** – Senior invigilators to pack exam scripts with SLT support.
- ▶ **Results** – SLT to contact Scomis to ensure all exam results are imported and then issued to candidates on the official examination result day(s).
- ▶ **Post results** – SLT to contact EO from within the TWMAT to ask for support and guidance to ensure the exam boards deadlines are met.

## **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/Invigilators 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

- ▶ SENCo to ensure delegation of all access arrangement testing and JCQ approval obtained.
- ▶ Evidence of need and normal way of working is retained within the SEND dept.
- ▶ St James to follow school's disability policy which includes the Equality Act 2010.
- ▶ SEND dept. to liaise with Exams Office to ensure centre delegated and JCQ approved access arrangements are put in place.

### **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

- ▶ EO/SLT to contact Exam Board to request pre-release material after entries have been sent.
- ▶ EO to have regular meetings and advise all relevant centre staff of exam board entry deadlines so that late fees are avoided.
- ▶ St James NEA policy to be followed.

### **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

- ▶ Centre staff to be trained and used as back up to act as invigilators if required.

### **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

- ▶ EO to complete the required JCQ forms for alternative site use by JCQ deadlines to enable all candidates to sit their examinations at the set time. If candidates are required to sit their examination at a later time they will be kept under formal supervision to maintain the security of the examination at all times.

**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

- ▶ EO to liaise with another centre within the TWMAT/Scomis to make use of their MIS system.

**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

- ▶ EO to follow St James evacuation/lockdown policy.

**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

- ▶ SLT to arrange alternative accommodation.

**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

- ▶ EO to seek advice from the Exam Board.

**10. 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 (including centre being unavailable for examinations owing to an unforeseen emergency)*

Centre actions to mitigate the impact of the disruption

- ▶ SLT to arrange alternative accommodation and advise the Examination Board of alternative site use.

**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

- ▶ EO to contact the exam Boards and request electronic receipt of exam scripts.

**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

- ▶ EO to keep exam scripts securely stored until collection can be arranged.

**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

- ▶ EO to seek advice from relevant Exam Board

**14. 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 to mitigate the impact of the disruption

- ▶ SLT to arrange alternative site & advise candidates of this for the issuing of results.