



ENJOY, LEARN, ACHIEVE

Examinations Contingency Plan

2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mrs K D Hardy. Principal	
Date of next review	January 2019

Key staff involved in the exams contingency process

Role	Name(s)
Head of centre	Mrs K Hardy
Exams Officer	Mrs D Browning
Exams Officer line manager	Mrs S Woodward
SLT	Miss J Harlow, Mr B Francis, Mr T Jackson, Mr T Smith
SENCo	Mr R Jones
SENCo Deputy	Mrs C Mead
IT Manager	Sean Larkin

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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 East Leake Academy. 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

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 bodies 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/material required by teaching staff
 - candidates not being entered with awarding bodies for external exams/assessment
 - awarding bodies 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 bodies 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 body/external moderators
- *Exam time*
 - exams/assessments not taken under the conditions prescribed by awarding body
 - 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 member of administrative staff to take over responsibilities should absence of EO have the potential to affect the meeting of deadlines.
- Staff member to work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time. This will be done under the supervision of the Deputy Head and Head of Centre.

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 bodies
 - 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 responsible for ensuring position is filled should absence have the potential to disrupt exam preparation.
- EO to ensure access arrangements are in place by the Spring term of Year 10 for all students where possible to utilise in internal mock examinations and JCQ applications approved by February deadline of Year 11 or earlier.
- SENCo and EO to plan exam day access arrangements are in place in advance of the Summer series.

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

Centre actions:

- EO responsible for ensuring deadlines are met for estimated entries. Any omissions to be referred to Head of Centre.
- Head of Centre responsible for ensuring the priority for teaching is the examination cohort and staff will be covered in good time, by trained professionals, in all circumstances.

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:

- EO responsible for recruitment and training of invigilators in advance of the summer series. Advance planning required to ensure enough are available for the sittings.
- Head of Centre to be informed if recruitment necessary.
- Cover supervisors and other Administrator Staff to also receive up dated exam invigilator training to ensure back up is available in case of invigilator absence.

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 expected incident at exam time

Centre actions:

- EO responsible for ensuring planning of rooms is completed by the end of the Spring term to identify potential rooming issues.
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident.
- Head of Centre to liaise with EO to ensure no disruption due to room shortages.

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:

- EO to contact awarding bodies directly to arrange alternative methods of information exchange.
- Head of Centre to be informed.

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:

- Head of Centre responsible for finding alternative venues/methods of learning.
- Priority given to exam cohort.
- EO to contact awarding bodies for advice regarding special consideration
- Centre to communicate with parents and students.

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 bodies 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:

- Open for candidates only if possible.
- Use alternative venue, in agreement with awarding bodies.
- Offer students the opportunity to sit the next series

9. *Candidates unable to take examinations because of a crisis – centre is open

*Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- EO to liaise with student and parents to find alternative venue/advise on next opportunity to sit the examination/apply for special consideration as required.

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:

- EO to communicate with awarding bodies for approval of alternative delivery arrangements

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:

- EO to communicate with awarding bodies immediately.
- Student marks to be submitted based on appropriate evidence.
- Candidates offered the opportunity to retake in subsequent series.

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:

- EO and Head of Centre to assess alternative arrangements for issuing results.
- Head of Centre to inform transition schools, students and parents about delay ASAP

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

Exams Day Contingency

TASK or ITEM	LOCATION or ACCESS
Exams Officer on standby	Liz Mortimer 07941 542 330, 01509 856704
Exams Office access code	Sarah Woodward, Hilary Craigon, Claire Toseland
Secure Storage Cabinet key	Sarah Woodward, Hilary Craigon, Liz Mortimer
SIMS Exams and Desktop access	Sarah Woodward, IT Support, Liz Mortimer
Seating plans (Invigilator copies) Current day	Front desk – Exam cards enclosed
Seating plans (Invigilator copies) Further days	File (No. 2) on shelf. Plans in date order
Seating plans (Notice board copies + Room notices)	Side table. Plans in date order
Exam number cards	Front desk drawers. Cards in year boxes
Roomed students info	Booked room list - EO + front desk + notice brd.
Access Arrangements	Current Exams wallet - EO desk + Aimee Cufflin
Clash student list and arrangements	Current Exams wallet - EO desk
Roomed students prepared trays. Current Day	Side table
Roomed students trays and signs	Tray Drawers – signs + equipment etc enclosed (check)
Word processors	Back shelf. Power cables + memory sticks in tray
Reader/Scribe/Word Processor cover sheets	On the board above the front desk
Blank room seating plans/ Rest break logs	On the board above the front desk
Extra signs	Box below front desk (BMAT/STEP signs in Exam Filing cabinet)
Exam trolley (Time cards, diary, equipment etc)	Stored in back room
BTEC On-line Exam tray (Class list, Attendance Reg, room signs, invigilator/dashboard guides)	Tray on back table IT set up and support – Jack/Fred (Ext. 369/299)
BTEC info	Current Year BTEC file on back shelf
Exam papers	Secure Cabinets. Arranged in date order
Exam registers + Yellow labels	File (No.1) in secure cabinet
Exam Board despatch envelopes	Named coloured drawers
Exam stationary (inc Maths Formulae, Science Data sheets)	Drawers
Exam despatch log	Blanks in white document boxes on back shelf
Completed exam scripts awaiting collection	Secure cabinet
Completed Exams documents (Copy of Attendance Registers, Seating plans, daily despatch logs)	File (No 3) on back shelf
Invigilator timetable	In Current Exams wallet on EO desk
Invigilator details	In Current Exams wallet on EO desk
Mobile phone wallets	Above “room tray” drawers
Coursework address labels	Coursework box file on back shelf

Useful Telephone Numbers:

Name	Roll	Number	
Sarah Woodward	Exams line manager	Ext 405	Main Office
Robbie Jones	SENCO –Access inc. Readers/Scribes	Ext 123/510	Room 123
Linda Sinclair	Facilities Liaison– Exam hall set up	Ext 150 Facilities / Ext 333	Linda
Helen Zaffarese	Room bookings	Ext 215/444	Main Office
S Larkin, F Capone, J Whelpton	IT Support	Ext 299	Room 299
Parcelforce: Yellow Label	Book/query script collection	0344 561 7998	Centre No. 28314
AQA	Exam Support	0800 197 7162	
Pearson/Edexcel	Exam Support (inc BTEC support)	0344 463 2535	
OCR	Exam Support	01223 553 998	
WJEC	Exam Support	0292 026 5000	
Admissions Testing Service	BMAT & STEP Exams etc	01223 553 311	

Examinations Officer: Diane.browning@Gmail.com Contact: Tel. 07789 908390, 01509 558238

