



# EXAMS – CONTINGENCY PLAN

CRAVEN PUPIL REFERRAL SERVICE

THE SNAYGILL CENTRE

Keighley Road, Skipton, North Yorkshire, BD23 7QS

**Drafted: 05 2016**

**Date of First Issue: May 2016**

**MC Ratification Date:**

**Review Cycle: Annually**

**Review Date: September 2019**

**Latest Review Amendments:**

## **Contents**

Purpose of the plan

Causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process (cycle)
2. SENCo extended absence at key points in the exam cycle
3. Teaching staff extended absence at key points in the exam cycle
4. Invigilators - lack of appropriately trained invigilators or invigilator absence
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice
6. Failure of IT systems
7. Disruption of teaching time – centre closed for an extended period
8. Centre unable to open as normal during the exams period
9. Candidates unable to take examinations because of a crisis – centre remains open
10. Disruption to the transportation of completed examination scripts
11. Assessment evidence is not available to be marked
12. Centre unable to distribute results as normal

Further guidance to inform and implement contingency planning

## **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 Craven Pupil Referral Service. 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.

At all times, the Examinations Officer and the Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

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 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:**

- Examinations Assistant to assume responsibility for the above tasks with the support of members of the Senior Leadership Team (SLT)
- Contact collaborative high schools to request Exams Officer support where appropriate

### **2. SENCo extended absence at key points**

### 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:

- Examinations Officer/Examinations Assistant to work with Senior Leadership Team to identify students where applications for access arrangements may be required.

## **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:

- The Examinations Officer to liaise with Senior Leadership Team to ensure all necessary deadlines are adhered to. Where this is not possible, the Exams Officer will liaise with the relevant Awarding Body and act upon advice received.

## **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:

- The Examinations Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are trained in a timely fashion.
- The Assistant Headteacher will make the Examinations Officer aware of the school staff available for invigilation duties at short notice and for peak exam days

## **5. Exams 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:**

- The Examinations Officer will organise rooming for examinations well in advance of examination windows, ensuring sufficient time is available to identify appropriate rooms and plan appropriately.
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The Senior Leadership Team will work with the Examinations Officer at all times during such emergencies

## **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:**

- The Examinations Officer, in consultation with the Senior Leadership Team, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the Awarding Body. At all times during the system failure the Examinations Officer will liaise with the Awarding Body to minimise disruption and costs incurred

## **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:**

- Senior Leadership Team to manage all such incidents in line with the Business Continuity Plan

## **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:

- The Examinations Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the Senior Leadership Team to take appropriate action in line with the Business Continuity Plan

**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 Examinations Officer will contact the relevant Awarding Body to discuss alternative arrangements/special consideration and liaise with the Senior Leadership Team to take appropriate action

**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 Examinations Officer will contact the Awarding Body to notify them of any such difficulties and put in place suitable alternative 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:

- The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given

**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 Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given

**\*Causes 7-13** – all scenarios, criteria and specific communications have been taken directly from the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

## 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>

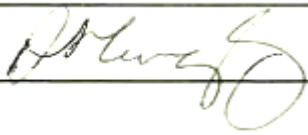
*Teaching time lost due to severe weather conditions*

<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>

### Management Committee

	Print name	Signature	Date
Head Teacher	Andrew Haughey		12/2/22
On behalf of Management Committee	Robert Bellfield		
Draft			09/21
Ratified			