

Exams

Contingency

Plan



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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 Woodlawn 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 scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

This plan complies with JCQ general regulations in that:

The centre agrees to *“have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”*

This also sits alongside the Schools Joint Contingency Plan held with the School Business manager

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*

- o annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- o annual exams plan not produced identifying essential key tasks, key dates and deadlines
- o sufficient invigilators not recruited and trained

- *Entries*

- o awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- o candidates not being entered with awarding bodies for external exams/assessment
- o awarding body entry deadlines missed or late or other penalty fees being incurred

- *Pre-exams*

- o exam timetabling, rooming allocation; and invigilation schedules not prepared
- o candidates not briefed on exam timetables and awarding body information for candidates
- o exam/assessment materials and candidates' work not stored under required secure conditions
- o internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

- *Exam time*
 - o exams/assessments not taken under the conditions prescribed by awarding bodies
 - o required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
 - o candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
 - o access to examination results affecting the distribution of results to candidates
 - o the facilitation of the post-results services

Centre actions:

- Exams Officer to have documented procedures manual(s) in place (SLT to be aware of where these are stored for future reference). – *SLT aware of Exams cupboard and Exams file in Assistant Head's Office.*
- SLT to nominate a 'deputy' to cover a role/task
- Work shadowing; job rotation; staff development sessions; briefing sessions
- Buddying up; networking with staff from a local centre; sharing expertise with a local 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*
 - o candidates not tested/assessed to identify potential access arrangement requirements
 - o evidence of need and evidence to support normal way of working not collated
- *Pre-exams*
 - o approval for access arrangements not applied for to the awarding body
 - o modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
 - o staff providing support to access arrangement candidates not allocated and trained
- *Exam time*
 - o access arrangement candidate support not arranged for exam rooms

Centre actions:

- SLT to arrange employment of the services of an approved assessor for the period of assessment of the cohort.
- Exams Officer to perform administration for pre-exams and exam time arrangements.
- SLT to nominate a 'deputy' to cover role/task should the Exams Officer be absent for a prolonged period of time.

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:

- SLT to arrange a "deputy" at the earliest opportunity. They would take up all the necessary roles to ensure the above all occur

4. Invisilators - lack of appropriately trained invisilators or invisilator absence

Criteria for implementation of the plan

- Failure to recruit and train sufficient invisilators to conduct exams
- Invisilator shortage on peak exam days
- Invisilator absence on the day of an exam

Centre actions:

- SLT to keep abreast of the planning, hiring, training etc of all invisilators at least 2 months prior to the recruitment phase. On the day of the exams, if there is an invisilator shortage, SLT would have to be deployed to cover for 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 unexpected incident at exam time

Centre actions:

- Liaise with local First school (next door) to make use of their large assembly hall / large classrooms

6. Failure of IT systems

Criteria for implementation of the plan

- MIS system/secure area failure at final entry deadline
- MIS system/secure area failure during exams preparation
- MIS system/secure area failure at results release time

Centre actions:

- Exams Officer access directly secure online aspects of individual awarding bodies' website to complete the tasks remotely.
- Liaise with Beaconhill/Epinay School (*local Special Schools*) to make use of their MIS system/internet system.

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:

The school's Joint Contingency Plan addresses this issue. The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.

8. 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:

- SLT to activate the school's Joint Contingency Plan.
- The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.

9. 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

Centre actions:

- If the JCP has been activated, examination boards concerned would be contacted immediately and advice obtained acted upon.

10. 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:

- The centre to communicate with awarding organisations to organise alternative delivery of papers.
- Centre would act upon advice offered by JCQ.

11. 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 to be stored in exam safe/store room locked away in secondary lockable cupboard.
- Exam cupboard keys – Exams officer has a set and spare set in school safe only accessible by Business manager and HT.
- Exams Officer's office must be locked when unoccupied.
- The centre to communicate with relevant awarding organisations at the outset to resolve the issue.

12. 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 reduce this risk, active scripts remain on site for the absolutely minimum time.
- 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.

13. 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:

- Contact to be made immediately to the awarding bodies about alternative options.
- Use Local First School next door for distribution of results on the exam morning.

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/jointcontingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northernireland>

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-lostdue-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>

15. Covid-19

Challenge	Response
Pre-planning and preparation	<ul style="list-style-type: none">- To read and act on all DFE and NHS English daily updates- Ensure sufficient signage around school for students, staff and visitors.- Continued reminders from staff to students about good hygiene and managing risks- Assess risks for external visits- Use alcohol based hand sanitisers for toilets and eating areas – ensure that all visitors/Post 16 students are using hand sanitiser before they enter the building- Twice daily cleaning of all hand contact areas (doors/toilets etc...)- Update parents where any changes happen and publish on website/social media - including regular requests for information on movement of members of the school community to any high risk countries.

<p>Responding appropriately and adequately to an outcome of Covid19</p>	<ul style="list-style-type: none"> - Contact NHS England for advice/Claire HH - Enact school procedures, closure of bubbles, school, etc. - Contact stakeholders and suppliers/contractors to inform them of need to close the school - Communicate the nature of potential school closure, if required. Is there a priority for KS4/Post 16 students (can that be safely done?) - Organise for the safe and secure transport home of all students avoiding contact with members of public where possible. - Information to all parents and carers outlining the issues and key actions that school will be taking and to be reassuring at the same time - Ensure that individuals who had been in contact with anyone who is known to be infected confirm that they have contacted 111 or the GP and are self-isolating and, where needed, they are being tested. Those individuals must liaise with SJB on a frequent basis - To work with Public Health England to ensure that the school is safe for the students to return
<p>Ensuring that all external examinations will happen (where applicable – Functional Skills 2021)</p>	<ul style="list-style-type: none"> - If school is forced to close then inform the relevant exam board and all stakeholders, as the examination would not be taken as planned. - Contingency arrangements to be explored such as taking exam elsewhere under supervision, maybe at Post 16 centre. - If this is not possible; Schools will contact North Tyneside Council to request possible examination space elsewhere.

Additions Conditions applying to invigilators during COVID pandemic

· Candidate numbers are such that pupils have 1 to 1 for exams and to get access arrangements as indicated.

The Examinations Officer will brief invigilators on their roles and start exams.

- Please go directly to relevant room on site.
- Adhere to the one-way system and follow all signage and floor markings.
- Only move around the school if necessary; use mobile phones, set to 'silent mode' to communicate with centre exam staff if needed.
- Avoid congregating in communal areas and workspaces.
- Always wash or sanitise hands before entering and when leaving venues, before and after distributing exam materials, after sneezing or coughing (remembering to 'catch it, bin it, kill it') and before and after eating,
- Desks, tables, chairs (including backs) other surfaces and door handles will be cleaned by school staff and students when exam finishes using disinfectant wipes after each exam session.
- Hand sanitiser, tissues and disinfectant wipes are available in each exam venue.
- Invigilators are advised to wear facemasks, and may also choose to wear visors and/or disposable gloves. Visors and disposable gloves will be available as requested by individual invigilators.
- Students are not expected to wear facemasks in school but may do so if they wish.
- Please permit exam candidates to enter the exam venue and sit at their designated desk bearing their candidate details, under exam conditions, as soon as the venue is set up for the exam session
- Keep windows and doors open in exam venues to promote ventilation.
- Adhere to social distancing rules (2 metres) whenever possible. If this is not possible, endeavour to maintain a distance of at least 1 metre and for the minimal time. When handing out or collecting in exam materials do so at arms' length and either wear protective gloves or sanitise hands before and after doing so.
- Avoid face-to-face contact and stand alongside candidates and staff when interacting with them.
- Remind candidates of social distancing and good hygiene habits. For example, the principle of social distancing, and 'catch it, bin it, kill it'.
- Centre Exam staff will collect exam materials and any equipment at the end of the last exam in a session. Please phone if the last candidate to finish has extra time.