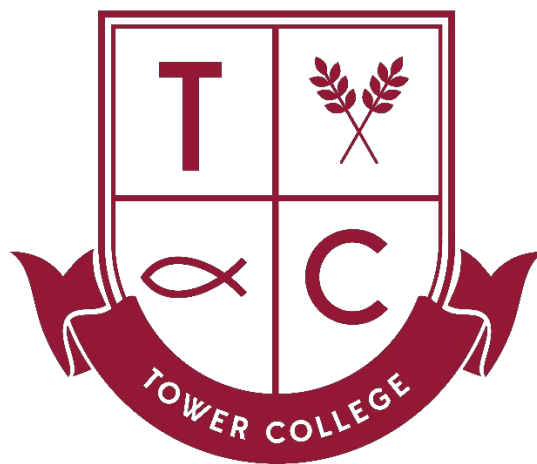


# EXAMINATION POLICY CONTINGENCY PLAN



**Date of Policy:** October 2018

**Review Date\*:** October 2019

**Coordinator (s):** Mrs Knox

**Governor:** Mrs C Parr

**\* Policy Review: Annually unless otherwise dictated by the FGB (Full Governing Body) or by changes in legislation.**

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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. Subject Teachers 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. Candidates unable to take exams because of a crisis – centre remains open
9. Disruption in the distribution of examination papers
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

Appendix 1 – Exams Day Contingency Plan

Appendix 2 – Policy for Severe Disruption/Evacuation during External Exams

Appendix 3 – Exam Room Incident Log

Further guidance to inform and implement contingency planning

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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 Tower College. By outlining actions and 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 (section 5) in that:

The centre agrees to “have in place a written contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the SMT 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.”

## **CAUSES OF POTENTIAL DISRUPTION TO THE EXAM PROCESS**

### **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 are not undertaken, these may include:

#### Planning

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specification being delivered
- Annual exams plan not produced identifying key tasks, key dates and deadlines
- Sufficient invigilators not recruited and trained

#### Entries

- Awarding bodies not being informed of early intention to enter 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 despatched 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 service

#### Centre Actions

Mr I Wells to be involved in Examinations role in the instance that EO becomes unavailable.

EO to ensure that essential information is available to Mr Wells.

EO to ensure that the exam cycle, policies and procedures are up-to-date at all times.

## **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 arrangements
- 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 in exam rooms

### Centre Actions

EO to assume role as SENCo.

EO to ensure essential information is available to HOD.

EO to ensure that the exam cycle, policies and procedures are up-to-date at all times.

## **Subject Teachers extended absence at key points in the exam cycle**

### Criteria for implementation of the plan

Key tasks not undertaken including:

- Early entry information not provided to the EO on time, resulting in pre-release information not being received
- Final entry information not provided to the EO 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

Head of Upper School and Y11 Form Teachers to ensure departmental continuity by taking responsibility for the tasks above.

## **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

Use of teaching staff to cover all invigilation.

EO to provide daily cover taking absences into consideration.

Trips/Courses not to be organised during the exam period where possible.

EO to train and use TAs in an emergency.

EO to review training procedures regularly and put in place additional training as required.

Powerpoint to be e-mailed to all invigilators to support understanding of exam procedures.

EO to ensure a specific Exams Day Contingency Plan is in place (Appendix 1)

EO to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)

EO to ensure an Incident Log is in place (Appendix 3)

## **Exam Rooms – lack of appropriate rooms or main venues unavailable at short notice**

### Criteria for implementation of the plan

- EO unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exams days
- Main exams venues unavailable due to an unexpected incident at exam time

### Centre Action

Pre-planning at all stages is essential.

EO and Head of Upper School to continually review all stages of the process.

Board Room, current empty classrooms and Twilight room to be first options as alternative venue for emergency accommodation. St Ann's Hall in Rainhill as a back-up plan.

Emergency Evacuation plan should be in place (Appendix 2)

## **Failure of IT systems**

### Criteria for implementation of the plan

- IT system failure at final entry deadline
- IT system failure during exams preparation
- IT system failure at results release time

### Centre Action

EO to contact IT service provider

EO to contact all Examinations Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.



## **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 Action

The centre to communicate with parents, carers and pupils about the potential for disruption to teaching time and plans to address this.

Alternative venues to be prioritised for pupils with imminent exams.

EO to advise the Examinations Boards as appropriate, for special consideration.

In extreme circumstances advise candidates they may need to sit exams in the next available series.

## **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

### Centre Action

Centre to communicate with relevant awarding bodies at the outset to make them aware of the issue. Centre to communicate with parents, carers and candidates regarding solutions to the issue.

Centre to liaise with Exam Boards to sit exams at a different venue in extreme circumstances.

Should a number of candidates need to be isolated due to sickness, use the Board Room or spare classroom.

EO to apply to the appropriate Exam Boards for special consideration for those affected.

## **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 Action

Centre to communicate with awarding organisations to organise alternative delivery of papers.

Arrange with Exam Boards for alternative means of receiving papers, either electronically or alternative courier.

EO to ensure papers are kept securely until needed.

## **Disruption to the transportation of completed examination scripts**

### Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

### Centre Action

Centre to communicate with relevant Exam Boards at the outset to resolve the issue.

Alternative transport should only be used with the agreement of the relevant Exam Boards.

Scripts must be stored securely until such a time that transport is confirmed.

## **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 Action

Head of Centre is responsible for the immediate communication with the relevant awarding organisations and subsequently to parents, carers and candidates.

The Exams Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exams Boards and the regulators.

It may be necessary for the candidates to retake the assessment at the next available opportunity.

## **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 Action

Centres to contact awarding organisations about alternative options.

Arrange to access results at an alternative site or venue.

Inform staff, pupils and parents as soon as possible of the change in distribution of results.

## APPENDIX 1: EXAMS DAY CONTINGENCY PLAN

Exam Item	Location/Holder's Name	Responsibility
Keys to secure storage for exam papers and exam stationery	PK has a set (IW knows the location of these)RJO/MT have the spare set	PK
Exams Office – Centre Timetables	Timetable published to candidates. Up on staff room notice board for staff.	PK
Seating Plans	In exam box.	PK
Exam Cards, setting out of rooms/notices etc	On exam desks. Spare notices in exam box.	PK
Invigilators	Daily cover schedule put up in exam room and in staff room.	PK
Access Arrangements (incl. cover sheets)	Notification on white board.	PKJP
Script Envelopes/Examiner address labels	On piano with labels already attached.	PK
Exam Clashes	Resolution notice on invigilator's desk.	PK
Collection of Scripts	PK	PK
Collation of Scripts	PK – check off on official attendance registers. Attendance sheets completed before posting.	PK
Completion of proof of posting form/posting scripts	Paperwork will be with the script envelopes.	PK CMc
Awarding Bodies Telephone Contacts		
WJEC	02920 265000/265082	
AQA	0800 197 7162	
EDEXCEL	0844 463 2535	
OCR	01223 553998/553554	

## **APPENDIX 2: POLICY FOR SEVERE DISRUPTION/EVACUATION DURING EXTERNAL EXAMINATIONS**

### **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 Examinations Officer first or the Principal, in the EO's absence, to sort out the problem. Exam room conditions must be maintained throughout.

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 examination. 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 disruption noted. The Examinations Officer must then make the Examining Body aware of the disruption.

### **Fire/Bomb/Flood Alert during an Examination**

In the event of a fire alarm or bomb alert sounding (or any other serious emergency situation arising) during an examination, the first priority of the invigilators is to preserve life and evacuate if needed (see the evacuation policy for examinations). The next priority is to ensure the security of the examination.

If the emergency is a false alarm or is over quickly, the candidates should resume the examination. A careful note of the time of re-start 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 and submitted to the Awarding Body so as not to disadvantage any candidate.

## **SCHOOL POLICY ON EMERGENCY EVACUATION PROCEDURES DURING EXAMINATIONS.**

Member(s) of staff responsible = Mrs. P. Knox

- All examination invigilators to receive instruction from the Examinations Officer (EO) on the emergency evacuation procedures should an incident arise whilst in Jubilee Hall or other designated examination room.
- Prior to the examination period and again at the beginning of each examination candidates will be informed of the emergency evacuation procedures to follow should an incident arise whilst in Jubilee Hall or other designated examination room.
- We will follow the procedures as set by the 'Instructions for Conducting Examinations' booklet (ICE).

### **On hearing a fire alarm before an examination:**

- Proceed as you would normally for a fire alarm. Go to the assembly points on the lawn and stand in your form groups.

### **On hearing a fire alarm during the examination:**

- Examination invigilators will note the time and then instruct the candidates to stop writing immediately, close the question paper and turn it face down on the desk. Question papers and answer scripts will remain in the room.
- Remind the candidates that they will remain under examination conditions and must refrain from talking or communicating at any time during the evacuation and registration. They will leave in silence, row by row, stand in silence and return in silence.
- Examination invigilators must take the attendance register with them and use this to check that all candidates are present.
- Examination candidates are to proceed to the examination assembly point on the path around the lawn. They must stand 1.25 metres apart from each other in silence, observed by the invigilators at all times. They will not stand in form lines with others not in the exam.
- When told to re-enter the examination room, candidates must go directly to their allocated seat and wait in silence until told to re-start their examination.
- Invigilators must make a note of the time of the interruption, how long it lasted and when the examination was re-started.
- Candidates will be allowed the correct amount of time for the examination.
- A full report of the incident will be sent to the examination board and a request for special consideration for the disturbance will be submitted. Invigilators must fill in the incident report form.

**APPENDIX 3: EXAM ROOM INCIDENT LOG**

This incident log is for the Examinations Officer or Invigilator (s) to use to record any irregularities\* that may happen in the examinations room at the point of occurrence.

*All irregularities **must** be recorded.*

*An examination room incident log should be used to record any irregularities (JCQ ICE)*

Examination Date Session            AM PM	Examination room	Examination Title and Code
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In order to avoid potential breaches of security, care **must** be taken to ensure the correct question paper packets are opened. It is a regulation that the EO and an additional member of centre staff must check the time, date and any other paper details **before** a packet is opened.

**Prior to opening the above examination paper packets provided by the Examinations Officer, I confirm that I have checked against the timetable that the date, session and packet details are correct.**

**Signature of member of centre staff to confirm the above statement**

.....

**Signature of second member of centre staff**

.....

Time	Incident Description
	Recorded by:
	Recorded by:

After the examination (s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to Awarding Bodies. The incident log will be attached to the seating plan, copy of the attendance register and examinations room checklist (Appendix 4) for this examinations room session.

\* Irregularities are unplanned incidents that could impact on the 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 or centre staff)
- Emergency evacuation
- Candidate illness/distress
- Disturbance inside/outside the examination room
- Unauthorised person/s entering the examinations room

Etc.



**APPENDIX 4: EXAM ROOM CHECKLIST FOR INVIGILATORS**

YEAR
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JUBILEE HALL BOARD ROOM
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NUMBER OF CANDIDATES = IN JUBILEE HALL IN BOARD ROOM
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**AS PART OF YOUR INVIGILATION DUTIES PLEASE CHECK THAT THE FOLLOWING ARE IN PLACE / ADEQUATE.**

CLOCK	
SEATING:	
<ul style="list-style-type: none"> <li>• CORRECT NUMBER OF DESKS</li> </ul>	
<ul style="list-style-type: none"> <li>• 1.25 METRES APART</li> </ul>	
LIGHTING	
TEMPERATURE (ADJUSTABLE UNIT BY ACHIEVEMENT BOARD)	
CLEAN	
INVIGILATOR TABLE	
STATIONERY	
CENTRE NUMBER ON DISPLAY	
JCQ WARNING TO CANDIDATES POSTER INSIDE AND OUTSIDE	
JCQ NO MOBILE PHONES/ SMART PHONES/WEB ENABLED TECHNOLOGY POSTER INSIDE AND OUTSIDE	
JCQ "ICE" BOOKLET INSIDE EXAM ROOM	
ACCESS ARRANGEMENTS	
NOTES/COMMENTS	

SIGNATURE -----

DATE -----

Other Guidance to Inform and Implement Contingency Planning

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