



EXAM CONTINGENCY PLAN

Key Staff

Role	Name(s)
Head of Centre	Miss Justine Mason
SLT members	Ms Emma Clapham
Exams Officer	Mrs Karen Pollard
Deputy Exams Officer	Miss Kristina Revill

Statement of intent

The Examination Contingency Plan is in place to ensure a consistent and effective response in the event of major disruption to the examination system at Hele's 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.

Hele's School will implement this plan if serious interference to the examination system is experienced, affecting significant numbers of Candidates across several Awarding Bodies, such as widespread illness, travel disruption, bad weather or power failures.

Alongside internal processes, this plan is informed by the **Ofqual** 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 and the **JCQ** Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

This plan also confirms Hele's School is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2019-20) 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.

Legal framework

- This policy has due regard to legislation in accordance with examination Awarding Bodies and the Joint Council for Qualifications (JCQ).
- All staff will ensure that they adhere to and implement the requirements of any equality legislation.

Responsibilities of the school

- It is the responsibility of Hele's School to communicate with pupils, parents and carers, ensuring that they are made aware of any issues that arise.
- The school is responsible for preparing all pupils for examinations.
- Hele's School will ensure that examinations and assessments are conducted under the conditions prescribed by Awarding Bodies.
- The school is responsible for liaising with Awarding Bodies in the event of an issue concerning examinations arising.
- Hele's School will offer a post results service and ensure that pupils are given the details of this service.
- It is the responsibility of the school to explore the opportunities for alternative arrangements if the Centre cannot open for examinations, and the school will agree such arrangements with the relevant Awarding Bodies prior to the event.
- It is the responsibility of the Principal to appoint an appropriate Exams Officer within the school, whose role it is to organise and manage all examinations.
- Hele's School will ensure that the Exams Officer undertakes annual data collection exercises in order to collate information on qualifications.
- The Principal and Exams Officer will create an annual exam plan for the school, which identifies essential key tasks, dates and deadlines.
- It is Hele's School responsibility to ensure that assessment materials and Candidates' work are stored under secure conditions.
- The Exams Officer is responsible for ensuring that the school's internal assessment marks and samples of Candidates' work is submitted to Awarding Bodies, as well as external moderators.
- The SENCO is responsible for approving access arrangements and collating evidence to support the need for special requirements.

1. Absence of Exams Officer

Criteria to mitigate the impact of the disruption:

- In the event of the Exams Officer being absent during peak examination periods, the necessary tasks will be undertaken by the Deputy Exams Officer Ms Revill and Ms Clapham SLT lead for Exams with support from the Senior Leadership Team (SLT).
- The SLT will appoint staff to cover any additional roles or tasks. The use of the senior Invigilator may be called upon to assist the Deputy Exams Officer.
- Where cover for the role of Exams Officer is unavailable, the Exams Officer of another school can be approached to provide advice/assistance. This would be primarily sought within the WeST MAT. A Deputy Exams Officer is in post to provide cover in the absence of the Exams Officer.

Key tasks required in the management and administration of the exam cycle, which may be affected, with possible solutions.

There is an Exams Office Task Timetable which details which tasks need to be completed at specific times of the year – referral to this document is paramount

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.

There are template forms in the Exams Office area on the F: Drive to aid with the collection of information from HOD's. This information will then need to put on the spreadsheet, so it can be referred to when informing Awarding Bodies of entries. (Secure login required to each site, contact each board to gain access)

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
- confidential 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

ICE booklet is available from the JCQ website and at the front It details any changes from the previous year. Using this book, the Invigilator area on the T: drive can be updated. There are PowerPoint presentations for each training session (Sept/March) which will require updating and Invigilators called in.

Should additional Invigilators be required, liaise with Business Manager to have an advert placed. Suitable interview questions are in the Invigilator area.

Entries are made on SIMS by using marksheets. Marksheets are produced by class list per subject. (Speak to SIMS Manager if classes do not appear) Marksheets are distributed to HOD's for completion. Once all entries are made, using the skeleton timetable, Exams can be timetabled and an invigilator timetable can be created using excel spreadsheet (templates are in T:Exams – Invigilator Folder)

SLT to Exams will hold an assembly in advance of all Exams to brief all students on regulations and procedures.

All exam materials are received at Reception and logged. A call is made to the Exams Office and packages are then stored in the secure storage room. Emergency key is stored in key safe in Exams Office. (Access to Exams Office can be obtained from caretaker). Once in secure room, access to secure cupboards are in the key safe in that room.

All internal assessment marks are entered online by HOD's. Deadlines are given in advance but available from the Awarding Bodies.

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

- access to examination results affecting the distribution of results to Candidates
- the facilitation of the post-results services

The Deputy Exams Officer, Invigilators and SLT are fully conversant in the daily operation of Exams and how rooms require to be set up. Invigilators will be able through their training to start and finish exams. They will notify of absentees and late arrivals to the appointed person.

Despatch bags are in the exam's office, parcel force labels are in the locked filed cabinet. (contact Aqa for their labels as they are emailed daily to the EO) use to despatch via Parcelforce.

The deputy Exams Officer can process online Post Results Services in liaison with SLT using their secure access to each Awarding Body.

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 may not be 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 needs 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 providing support to access arrangement candidates not allocated and trained

Exam time

- Access arrangement candidate support not arranged for exams

Actions to mitigate the impact of the disruption

- To ensure students are tested in the summer term of Year 9
- Liaise with SENCO in other WeST MAT schools, with a view to using them to assess candidates
- Potential to buy in the services of an approved Educational Psychologist through Plymouth City Council

3. Centre is unable to open during exam period

Criteria and actions to mitigate impact of disruption:

- In the event that Hele's School is unable to open as normal for scheduled examinations, the examinations officer will inform each Awarding Body which examinations are due to be taken as soon as possible.
- The Principal is ultimately responsible for deciding whether it is safe for the school to open.
- When considering whether the school will open as normal, the Principal will take advice, or follow instructions, from relevant local and national agencies.
- Hele's School will communicate with parents/carers/students in the first instance by email and use the school social media to keep everyone updated.
- The school website will be updated accordingly.
- In the event that the school is unable to open, where possible, Hele's School will open for examinations and examination Candidates only.
- Hele's School will put plans in place to complete the exams where possible at an alternative site, such as sharing facilities with another school within the WeST MAT. An alternative site application will be made to the affected awarding body for that day or days affected
- In the event of partial or whole exam disruption, the school will apply to Awarding Bodies for special consideration for Candidates who were affected by the disruption.

- Where appropriate, Hele's School will offer Candidates an opportunity to sit any examinations missed at the next available series.

4. Disruption of teaching time – centre closed for an extended period

Key tasks not undertaken:

- Students unable to cover full course contents, not being fully prepared for their final exam/assessment
- Facilities not being available at centre, problems with Laboratories/Teaching facilities

Actions to mitigate the impact of the disruption:

- Hele's remains responsible to ensure students are full prepared for exams
- For modular courses (BTEC, OCR Technicals) it may be possible to sit the examination in an alternative series
- Hele's will have plans in place to facilitate alternative methods of learning
- Solutions will be found within the WeST MAT wherever possible

5. Disruption of teaching time due to teacher absence at key point in exam cycle

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

Actions to mitigate the impact of the disruption

- Where there is disruption to teaching time, or pupils do not receive the provision of normal teaching and learning, it is Hele's School responsibility to ensure that pupils are prepared for the examinations as usual.
- During the extended absence of teaching staff at key points in the exam cycle, the HOD will provide the Exams Officer with details of estimated and final entries for exams.
- During the extended absence of HOD at key points in the exam cycle, the DIP will provide the Exams Officer with details of estimated and final entries for exams
- Hele's school will communicate with parents, carers and pupils about the potential for disruption to teaching time and Hele's School plans to address this problem.
- The teaching provision for pupils who will be facing examinations shortly will be priority.

- Where appropriate, the school will advise pupils whether it is appropriate to sit examinations in the next available series.
- During major disruption, Hele's School will strive to continue teaching all pupils, either through an alternative method of learning or at a different venue

6. Disruption in receipt of examination papers

Actions to mitigate the impact of the disruption:

- If there is disruption to the distribution of exam papers to test Centres in advance of examinations, it is the Exams Officer's responsibility to communicate with Awarding Bodies to organise alternative delivery of exam papers.
- In the event of insufficient/missing papers, on the day of the exam papers can be downloaded from the secure Awarding Body sites.
- It is the responsibility of the Exams Officer to ensure that copies are received, collated and stored under secure conditions.
- A tracking system is in place for the receipt and movement of all exam papers. Template is on the T: Exams
- Hele's School will strive to ensure that students are able to proceed with taking examinations without having to reschedule examinations.

7. Candidates unable to take examination due to crisis – centre remains open

Actions to mitigate the impact of the disruption:

- When a pupil is unable to attend the school in order to complete an examination as normal, it is the responsibility of the parent/carer to notify the Exams Officer.
- Hele's School will effectively and efficiently communicate with parents, carers and pupils regarding solutions to the problem.
- Where possible Hele's School will utilise the school's own transport facilities in order to transport Candidates who would otherwise be unable to attend the examination.
- It is the Exams Officer's responsibility to liaise with pupils involved to identify whether the examination can be sat at an alternative venue, in agreement with the relevant Awarding Bodies.
- The pupils involved will be given the opportunity to sit any examinations missed at the next available series.
- Where appropriate, the Exams Officer will apply to Awarding Bodies for special consideration for pupils.
- Pupils are only eligible for special consideration if they have been fully prepared, and have covered the whole course, but their performance during the examination is affected by adverse circumstances beyond their control.
- If a pupil chooses not to sit an examination for other reasons, they should be aware that special consideration rules will not apply.
- Latecomers will be permitted to take their examination, provided that they are within the Awarding Body's regulations. Very late attendees will be notified to the Awarding Body.
- Students may be permitted to take the exam in their own home, if medical reasons prevent them from coming to the school site. Arrangements will be made by the Exams Officer and a home visit made in advance.

8. Invigilators

Criteria and actions to mitigate impact of disruption:

- Hele's School will ensure that all invigilators who are being used are appropriately trained and suitable for the job. A training session is held in Sept/Oct and March/April.
- It is the Exams Officer's responsibility to maintain a panel of suitable invigilators which can be called upon in the event of a shortfall.
- Provisional timetables and estimated entry information will be used to determine the number of invigilators required. An Invigilator timetable will be disseminated in advance of all exams. The Exams Officer will endeavour to confirm attendance of invigilators prior to the examination date.
- Where there is a shortage of invigilators, the Exams Officer and SLT team will arrange to cover any absences.
- It is the responsibility of the Exams Officer to ensure that recruitment and training of invigilators is completed well in advance of examination dates.
- A review of available invigilators will be conducted prior to the examination period, in which invigilators' availability for the next exam series will be confirmed, allowing time for any amendments or training.

9. Examination room

Criteria and actions to mitigate impact of disruption:

- The Exams Officer will ensure that there are enough rooms available during peak exam periods. The main venue being the Sports Hall.
- It is the responsibility of the Exams Officer and their Line Manager to ensure that all rooms utilised for examinations are appropriate, such as noise levels, large enough to allow for a desk per pupil and IT facilities where necessary.
- Rooms will be suitably allocated and timetabled well in advance. Cover details will be passed to the Principal's PA.
- The Exams Officer will ensure that appropriate rooms are arranged in advance for pupils sitting examinations who have special requirements and adjustments in smaller rooms. Information for the set up and dismantle of rooms will be communicated to premises staff in advance.
- In the event of the SPHA being out of action on the day of the exam, alternative venues onsite would be sought and where not possible, venues used across the WeST MAT.
- The Awarding Bodies would be informed of change of venue in the normal way

10. Emergency Evacuation of exam room (including centre lock down)

Criteria and actions to mitigate impact of disruption:

- Whole centre evacuation (lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams
- The Principal will inform all staff by use of the school bell system

- Full details are in the Lockdown Procedures Policy.

11. IT systems

Criteria and actions to mitigate impact of disruption:

- In the event that IT systems fail during peak examination periods, the relevant Awarding Bodies will be informed immediately.
- If systems fail at the final entry deadline, the relevant Awarding Bodies will be informed and an extension to the deadline will be requested. Internal deadlines will be set in advance of the Awarding Bodies deadline to allow for such anomalies and IT failure. Entries can be made using the Awarding bodies secure internet sites.
- Hele's School will ensure that during the exam cycle there will be an ICT team on standby in order to repair systems in the event of failure or damage.
- Where a failure of IT systems results in serious disruption of the examination, special consideration can be applied for.
- In the event of IT systems failing during the distribution of Candidate results, Hele's School will advise of alternative sites where results can be obtained. Results are emailed to school email addresses on results day as a matter of course.

12. Disruption to the transportation of completed scripts

Criteria and actions to mitigate impact of disruption:

- If there is a delay in the normal 'yellow service' collection and transportation arrangements for completed examination scripts, the Exams Officer will ensure the papers are securely locked away. The relevant Awarding Body will be informed should papers not be collected.
- Hele's School will not make separate arrangements for the transportation of completed examination papers without the prior approval of the relevant Awarding Bodies. Papers would normally be sent using Parcel Force (DfE contract)
- For examinations where Hele's School make their own arrangements for the collection of completed scripts, an alternative dispatch option will be investigated.
- Hele's School will always aim for scripts to be collected and delivered to Awarding Bodies without delay.

13. Assessment evidence is unavailable

Criteria and actions to mitigate impact of disruption:

- The following procedure should be followed in the event of largescale damage to, or destruction of, completed examination scripts or assessment evidence before it has been marked.
- It is the responsibility of the examinations officer to immediately inform the relevant Awarding Bodies of the issue.
- The Principal or SLT for Exams will discuss the possible courses of action with the pupil involved and their parent/carer.
- Where possible, the Awarding Body will generate Candidate marks for the affected assessments based on other appropriate evidence of the Candidate's achievement, such as other coursework.

- Whether evidence is classed as ‘appropriate’ is defined by the Awarding Body in consultation with the regulators.
- Where appropriate, the Candidate will be given the opportunity to retake the assessment that has been affected at a subsequent assessment window.
- Hele’s School will seek further advice from the relevant Awarding Body involved in the incident.

14. Distributing results issues and unable to facilitate post result services

Criteria and actions to mitigate impact of disruption:

- Hele’s School is committed to ensuring that Candidates receive their examination results in a timely manner.
- Hele’s School will make arrangements to access results at alternative premises within the MAT in the event that the school is unable to access or manage the distribution of results to Candidates.
- If the school is unable to open to distribute examination results, Hele’s School will share facilities with other institutes across the WeST MAT, where possible.
- The Exams Officer will contact Awarding Bodies regarding alternative arrangements for exam results in order to gain prior approval.
- Statement of results will be produced the day prior to release in readiness for collection. On results day all results will be emailed electronically via SIMS intouch to all students where possible
- Post result services will be made available using facilities at alternative venue within the MAT using the secure sites.

Exam Day Programme

Before exams:
Site team have set up exam venues with clocks.
Invigilators are required to arrive 30 minutes prior to exam start.
All invigilators are briefed.
Anyone acting as an oral language modifier, practical assistant, prompter, reader, scribe or sign language interpreter is briefed and trained in their role.
Seating plans are organised with attendance registers for each exam room
Emergency communications equipment is checked and handed out (radio or mobile)
All access arrangements in place are confirmed. Highlighted on seating plan.
Exam papers are checked to ensure they are correct and are available but secure.
Number of required answer books is checked.
Additional equipment (text books/) provided
Invigilators will be informed of any timetable variations.
After exams:
Invigilators to bring to the Exams Office, exam scripts and all paperwork (seating plans, attendance registers, return of scripts form)
Envelopes for sending completed exam scripts for marking are prepared.
Courier administration is completed.
Exam scripts which are stored overnight are made secure.
Paperwork for malpractice, late arrivals and special considerations is completed.
Preparation for the next day:
Exam papers for the following day are checked and sorted.
Seating plans for the following day are prepared.
Invigilators are thanked for their service.
Continuous dialogue with Invigilators is maintained over availability

Hele's School Policy No:		Person Group Responsible:	SLT/Exam Officer
Review Period	Biannual	Last review Date:	January 2020
Related documentation			