



# ST HILDA'S CE HIGH SCHOOL

## EXAM CONTINGENCY PLAN 2017/2018

<p>Date Policy prepared: 06.11.2017 Governor Committee: Curriculum Policy agreed by committee: Date ratified by governing body: 16<sup>th</sup> November 2017 Policy reviewed by:SMc/HM Date for next review (annual/2 yearly ): 2 yearly September 2019</p>
--



# ST HILDA'S

## CE HIGH SCHOOL

VALUE		THE POLICY		
Wisdom	Hope	Community	Dignity	Equality
<p>We aim to develop excellent standards of performance and conduct to deliver excellence in all that we do.</p> <p>This plan is designed to minimise the risks and issues that could cause disruption to the management and administration of the exam process at St Hilda's High School. By outlining actions/procedures to be invoked in case of disruption and is intended to mitigate the impact disruptions have on our exam process.</p> <p>Alongside internal processes this plan is informed by scenarios contained in the <i>Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland</i>.</p> <p>This plan complies with JCQ general regulations (section 5) in that:</p> <p><i>The School 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;"</i></p>				

**St Hilda's is educating for Wisdom, Hope, Community, Dignity and Equality**

## Contents:

Causes of potential disruption to the exam process .....	4
1. Exams Officer extended absence at key points in the exam cycle .....	4
2. SEND Co-Ordinator extended absence at key points in the exam cycle .....	5
3. Teaching staff / Head of Department extended absence at key points in the exam cycle.....	6
4. Invigilators - lack of appropriately trained invigilators or invigilator absence .....	6
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice .....	7
6. Failure of IT systems .....	7
7. Disruption of teaching time – School closed for an extended period .....	8
8. Candidates unable to take examinations because of a crisis – School remains open .....	8
9. School unable to open as normal during the exams period .....	9
10. Evacuation while Exam in Progress .....	9
11. Disruption in the receipt of examination papers .....	10
12. Disruption to the transportation of completed examination scripts .....	10
13. Assessment evidence is not available to be marked.....	10
14. School unable to distribute results as normal .....	11
15. Further guidance to inform and implement contingency planning.....	12

## Causes of potential disruption to the exam process

### 1. Exams 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
  - policies not revised, updated and in place
  - sufficient invigilators not recruited and trained
- Entries & Registrations
  - awarding bodies not 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
  - vocational entries and procedures not applied
- Pre-Exams
  - access arrangements not provided by SEND Co-Ordinator
  - exam rooming allocation, timetabling; invigilation schedules; and clash resolutions not prepared
  - candidates (and parent/carer's) not briefed on exam timetables and awarding body information for candidates
  - pre-release materials not managed appropriately
  - 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
- Conducting exams
  - 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, etc.
  - candidates' scripts not collated, stored and/or dispatched as required to awarding bodies
  - computer based exams not conducted as required by awarding bodies

- Results and post-results
  - preparation of SIMS for receipt of results disrupted
  - access to examination results affects the distribution of results to candidates
  - the facilitation of the post-results services
  - distribution of certificates impeded

### **School Actions:**

- The exams team consists of Exams Officer and Assistant Exams Officer. Both members of staff have attended training to ensure that in the event of the Exams Officer being absent, the Assistant Exams Officer will carry out the role.
- The Deputy Head (Curriculum) has overarching responsibility for exams.

## **2. SEND Co-Ordinator 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
  - provision of additional support not made in order to help candidates achieve their course aims, e.g. spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, IT equipment
- 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
  - Exams Officer not kept updated on access arrangement requirements
- Conducting exams
  - access arrangement candidate support not arranged for exam rooms

### **School Actions:**

The absence of the SEND Co-ordinator would be covered by an appropriately qualified member of staff from within school or brought in from outside of school for the time SEND Co-Ordinator was absent.

### **3. Teaching staff / Head of Department 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
- access arrangement requirements not notified to SENDCO in time
- 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

#### **School Action:**

The extended absence of any teaching staff will be co-ordinated by the Head of Department/ Second in Department or Line Manager/SLT

### **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
- chief Invigilator absence on the day of an exam

#### **School action:**

Agency invigilators would be used to cover any shortage. In the event of Chief Invigilators being absent Exam Officer, Exam Assistant, members of staff and SLT would be used as necessary.

## **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

### **School actions:**

- Senior Administrator would co-ordinate the re-rooming of timetabled classes as appropriate
- the exam would be moved to the School Hall if an incident in the Sports Hall prevented them from taking place in that venue.
- in the event of there being no access to the school, then the Examination Boards should be informed immediately and contact should be made with the Local Authority and Partnership Schools to make alternative accommodation arrangements in agreement with the relevant Awarding Body.

## **6. Failure of IT systems**

### **Criteria for implementation of the plan**

- SIMS failure at final entry deadline
- SIMS failure during exams preparation / exams sessions
- SIMS failure at results release time

### **School actions:**

- IT Manager to liaise with SIMS provider as a matter of urgency.
- the School to communicate with relevant awarding bodies at the outset to resolve the issue.
- seating plans for exam series to be printed in advance or copies of exam board attendance lists used as an alternative to provide a seating plan

## **7. Disruption of teaching time – School closed for an extended period**

### **Criteria for implementation of the plan**

- school 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

### **School actions:**

- school to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. School remains responsible for preparing students, as usual, for examinations.
- Senior Leadership Team would contact the Local Authority and alternative accommodation would be found to enable teaching and examination preparation to continue at the earliest opportunity.

## **8. Candidates unable to take examinations because of a crisis – School remains open**

### **Criteria for implementation of the plan**

- candidates are unable to attend school to take examinations as normal

### **School actions:**

- school to communicate with relevant awarding organisations at the outset to make them aware of the issue. School to communicate with parents, carers and candidates regarding solutions to the issue.
- school will liaise with the affected candidate(s) to identify whether the examination can be sat at an alternative venue in agreement with the relevant Awarding Body.
- Senior Leadership Team would contact the Local Authority and alternative accommodation would be found to enable teaching and examination preparation to continue at the earliest opportunity
- school will apply for special consideration for candidates where they have met the minimum requirements.



## **9. School unable to open as normal during the exams period**

### **Criteria for implementation of the plan**

- school unable to open as normal for scheduled examinations

### **School actions:**

- school will inform the relevant Awarding Bodies as soon as possible of the exams that are unable to take place.
- the responsibility for deciding whether it is safe for school to open lies with the Headteacher.
- school will remain open for examination and examination candidates only, if possible. School may use alternative venues in agreement with the relevant Awarding Body (e.g. share facilities with other school or use other public building, if possible).
- candidates will be offered the opportunity to sit examinations missed at the next available examination series, if possible. Where this is not possible for certifying candidates in their final year, advice will be sought from awarding bodies. School will apply to Awarding Bodies for special consideration for candidates where they have met the minimum requirements.
- in the event that weather is adverse and the school is closed on a day of a scheduled public examination, the Headteacher will assess the possibility of key staff being able to attend. If she is confident that key staff are able to attend, the exam will run. The school website will be updated to show timetabled examinations are still going ahead and advising of any revised start times. Start times may be delayed for morning exams if a number of candidates are late (permission will be sought from relevant awarding bodies). All candidates are expected to make the effort to come in and sit their examination. The decisions regarding travelling to school for an exam rest with individual families taking consideration of the weather and road conditions locally to them. If a candidate is unable to get into school on an exam day as a result of inclement weather, it is imperative that families contact the school as soon as possible to explain that this has occurred. If the Headteacher were to take a decision that the school has to shut, as it is unsafe to open, we would notify the awarding body that we had been unable to run the exams that were scheduled for that day.

## **10. Evacuation while Exam in Progress**

### **Criteria for implementation of the plan**

- school Fire Bell rings

### **School actions:**

- school will follow Examination Emergency Evacuation Procedure in place.

## **11. Disruption in the receipt of examination papers**

### **Criteria for implementation of the plan**

- disruption to the distribution of examination papers to the centre in advance of examinations

#### School Action:

- the school would contact the awarding bodies and arrange for the alternative delivery of papers.

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

### **Criteria for implementation of the plan**

- delay in normal collection arrangements for completed examination scripts

#### **School actions:**

- the School to communicate with relevant awarding organisations at the outset to resolve the issue.
- school will ensure the secure storage of completed examination papers until collection.
- school will seek advice from awarding bodies and normal collection agency regarding collection.

## **13. 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

#### School actions:

- school will communicate this immediately to the relevant awarding bodies and subsequently to students and their parents/carers.
- candidates retake the assessment that has been affected at a subsequent assessment window, if possible.

## **14. School unable to distribute results as normal**

### **Criteria for implementation of the plan**

- school is unable to access or manage the distribution of results to candidates, or to facilitate post- results services

### **School actions:**

- school to contact awarding bodies about alternative options.
- make arrangements to access results at an alternative site

## 15. 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://jqc.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>

*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>