

**WREAKE  
VALLEY**



**ACADEMY**

# **Wreake Valley Academy**

## **Exams Contingency Plan**

<b>Date approved by Local Advisory Board</b>	2 <sup>nd</sup> March 2020
<b>Date of next review</b>	Spring term 2022

Signed on behalf of the Local Advisory Board

Chair of Governors/Chair of Committee

# Examinations Contingency Plan

## 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 Wreake valley Academy. By outlining actions/procedures to be followed in case of disruption, it is intended to mitigate the impact these disruptions may have on our exam process.

## Causes of potential disruption to the exam process:

### 1. Exam Officer (EO) 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-exam preparations:**
    - 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.
  - **During the exam period:**
    - 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.
  - **Post results admin affecting results and post-results:**
    - Access to examination results affecting the distribution of results to candidates
    - Facilitation of the post-results services to students and teaching staff.
- ✓ **Centre actions:**
  - In case of EO's absence falling during key exam/assessment stages, the Head of Centre and the Senior Leadership Team are to ensure that trained, knowledgeable admin staff are available to keep the exams office running without accruing late fees and disadvantaging students. If the majority of preparatory administrative work has been completed in advance, then there is capacity within the school to cover a short-term absence of the EO. However, in case of the EO's longer-term absence, or, where more technical support is required, the involvement of experienced / suitable staff from a recruitment agency will be sought.
  - Head of Centre to appoint member of administrative staff to take over responsibilities should absence of EO have a potential to affect the meeting of deadlines.
  - The appointed staff member to work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time.
  - On an ongoing basis, EO to update the Assistant Principal in charge of Exams and Assessments with all exam related issues and copy all correspondence to him.

### 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:**
    - 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:**
- Head of Centre responsible for ensuring position is filled should SENCo's absence have a potential to disrupt exam preparation.
- EO to ensure access arrangements are in place by the spring term of Year 10 for all students where possible.
- EO to plan access arrangements for exam days in advance of the summer exam series, in consultation with SENCo.

### **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 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:**
- EO responsible for ensuring deadlines are met for estimated entries. Any omissions to be referred to Head of Centre.
- Head of Centre responsible to ensure the priority for teaching is the examination cohort and staff will be covered in good time, by trained professionals, in all circumstances.

### **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:**
- EO responsible for recruitment of invigilators in the autumn term of the summer series.
- Advance planning required to ensure enough are available for each exam session.
- Train internal staff to use on peak exam days.
- Head of Centre to recruit more invigilators when necessary.

### **5. 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 exam days.
  - Main exam venues unavailable due to an unexpected incident at exam time.
- ✓ **Centre actions:**
- EO to ensure planning of rooms is completed by the end of the spring term to identify potential rooming issues.
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident.
- Head of Centre to liaise with EO to ensure no disruptions arise due to room shortages.

### **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:**
- EO to contact the awarding bodies directly to arrange alternative methods of information exchange.
- Head of Centre to be informed.

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:**

- Head of Centre responsible for finding alternative venues/methods of learning.
- Priority given to exam cohort.
- Centre to communicate with parents and students.

8. **\*Centre unable to open as normal during an exam period due to bad weather or other crisis:**

✓ **Criteria for implementation of the plan:**

- Centre unable to open as normal for scheduled external 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/or options for candidates who have not been able to take scheduled examinations (e.g. offer students the opportunity to sit their exams at the next exam-series).

✓ **Centre actions:**

- Head of Centre will inform and take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed via text or the centre's website for up-to-date statements.
- Open for exam candidates only if possible.
- In case of bad weather, appoint staff beforehand who live local (so that they can walk to centre) to invigilate exams for that day.
- Use alternative venue, in agreement with awarding organisations (an agreement has been made with a local Primary School to use their premises for exam venue for the duration of our centre being unable to open during an exam period).
- Head of Centre to inform the EO in a timely manner to facilitate alternative arrangements for exams.
- EO will inform the invigilators regarding the updates and alternative venues / exam arrangements.

9. **\*Centre unable to open as normal during an exam period due to a national or local event/crisis:**

✓ **Criteria for implementation of the plan:**

- Centre unable to open as normal for scheduled external examinations if a significant, unexpected event arises nationally or locally during the exam period and it is deemed necessary (by JCQ/Awarding Bodies) to postpone examinations due to sustained disruption during the June / Summer examination series.
- Candidates are unable to attend the examination centre to take examinations.
- Invigilators are unable to attend the examination centre to invigilate examinations.

✓ **JCQ/Awarding Bodies actions:**

- Each year, JCQ/Awarding Bodies will set aside a **National Exam Contingency Day** so that any affected examinations can be postponed by the awarding bodies to that day. For the Summer 2019 exam season, the National Exam Contingency Day is set aside as **Wednesday 26 June 2019**. Please Note: Schools cannot make their own arrangements to change the date of public exams. All examination dates (including the contingency day) are fixed by JCQ/Awarding Bodies and cannot be changed.

✓ **Centre actions:**

- All students and Parents entered for exams should be made aware of the National Exam Contingency Day by the Centre via individual letters to parents / Parents News Letters / Centre's website.
- All students entered for exams should make themselves available throughout the exam period (i.e. make no other commitments), including the Contingency Day, in case their planned exams timetable is disrupted.
- All invigilators should be made aware by EO to ensure they make themselves available throughout the exam period (i.e. make no other commitments), including the Contingency Day, in case planned exams timetable is disrupted.
- Centre should ensure no other activities are planned / take place for students entered for exams in the Contingency Day set aside by the JCQ/Awarding Bodies in case planned exams timetable is disrupted.

10. **\*Candidates unable to take examinations due to a crisis – centre remains open:**

✓ **Criteria for implementation of the plan:**

- Candidates are unable to attend the examination centre to take examinations.

✓ **Centre actions:**

- Procedures for absence outlined to students in examinations booklet information given each year.
- Head of Centre to liaise with student and parents to find alternative venue/advice on next opportunity to sit the examination.
- EO to apply for special considerations if required where candidates have fully completed the course and have met minimum requirements.

**11. Disruption in distribution of examination papers (pre-exam) to centres:**

✓ **Criteria for implementation of the plan:**

- Exam papers not received from awarding bodies in time for exams.

✓ **Centre actions:**

- EO to contact the awarding bodies who should be able to provide an electronic access to examination papers via a secure external network.
- EO will ensure that copies are received, made and stored under secure conditions.
- Alternatively the awarding bodies can source alternative couriers for delivery of hardcopies of examination papers to the centre.

**12. 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:**

- EO to communicate with awarding bodies for approval of alternative delivery arrangements.

**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.

✓ **Centre actions:**

- EO to communicate with awarding bodies immediately.
- Student marks to be submitted based on appropriate evidence.
- Candidates offered the opportunity to retake in subsequent series.

**14. \*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:**

- EO and Head of Centre to assess alternative arrangements for issuing results with the regulators.
- Head of Centre to inform transition schools, students and parents about delay as soon as possible.

*\* information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland*

## **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* <http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

### **GOV.UK**

*Emergencies and severe weather: schools and early years settings* <https://www.gov.uk/emergencies-and-severeweather-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 - Contingency planning* <https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

DfE guidance on dealing with disruption to teaching and

learning <http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather>

DfE – Exams Delivery Support <http://www.education.gov.uk/schools/teachingandlearning/qualifications/examsadmin>

### **JCQ**

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-conductingexaminations>

Guidance on *access arrangements and special consideration* <http://www.jcq.org.uk/exams-office/accessarrangements-and-special-consideration>

## **16. Exam Board websites / Contact information**

JCQ <https://www.jcq.org.uk/>

DfE <http://www.education.gov.uk/>

AQA <https://www.aqa.org.uk/>

Edexcel Pearson <https://qualifications.pearson.com/en/home.html>

OCR <https://www.ocr.org.uk/>

WJEC/Eduqaa <https://www.wjec.co.uk/>