



Rugby Free
Secondary School

Examination Contingency Plan

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1. Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow
- To meet the requirements of the JCQ in regard to contingency planning

2. Legislation and guidance

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which require all exam centres to have a written examination contingency plan/examinations policy.

This plan also complies with our funding agreement and articles of association.

3. Responsibilities

3.1 Head of centre

The head of centre is Christine Green, Headteacher. She will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

3.2 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by the Headteacher and Senior Leadership Team every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

5. Links with other policies

This exam contingency plan is linked to the RFSS-Exams-Evacuation-Procedure

6. Contingency Plan

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
- 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-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
- 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, 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

Centre actions

A member of the SLT, invigilators, cover teachers, or school office team to assume responsibility for the above with the support of the Senior Leadership Team (SLT)

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

- Specialist assessor, Exams Officer, and cover administrator to work with SLT to identify students where applications for access arrangements may be required. The employment of outside agencies/professionals may be required.

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 awarding body submission deadlines

Centre actions

The Exams Officer to liaise with the second in charge or Head of Faculty and/or the line manager, if necessary to ensure all necessary deadlines are adhered to. Where this is not possible, the Exams Officer will liaise with the relevant Awarding Body and act upon advice received.

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

The Exams Officer will review the invigilation team and ensure staff are recruited and trained, usually for mock exams. Appropriate numbers of teaching staff will be included in the training.

The cover administrator will be aware of the school staff available for invigilation duties at short notice and for peak exam days, and these staff will be called upon.

Invigilators will be made aware they may get called in to cover at short notice.

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

- The Exams Officer will organise rooming for examinations before the Easter holidays and book computer rooms ensuring sufficient time is available to identify appropriate rooms and plan accordingly.
- Alternative rooms in school to be made available for exams.
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The SLT will work with the Exams Officer at all times during such emergencies.

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

- The Exams Officer, in consultation with the SLT, will make entries from another venue direct to the Awarding Bodies and will also arrange an alternative method of data exchange. Results may also be accessed directly from the Awarding Bodies. At all times during the system failure the Exams Officer will liaise with the Awarding Bodies to minimise disruption and costs incurred.

7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

- Alarm sounding during examinations, or other notification from authorized staff that room must be evacuated or centre under lock down.

Centre actions

- Staff to follow RFSS Emergency Exams Evacuation Procedure.

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

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

Centre actions

- The Exams Officer will contact the relevant Awarding Bodies to discuss alternative arrangements or venue and liaise with the SLT to take appropriate action.

9. 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

- The Exams Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the SLT to take appropriate action.

10. Disruption to the transportation of completed examination scripts

<u>Criteria for implementation of the plan</u> <ul style="list-style-type: none">● Delay in normal collection arrangements for completed examination scripts
<u>Centre actions</u> <ul style="list-style-type: none">● The Exams Officer will contact the Awarding Bodies to notify them of such difficulties and put in place suitable arrangements. In the meantime, examination scripts will be kept in secure storage.

11. Assessment evidence is not available to be marked

<u>Criteria for implementation of the plan</u> <ul style="list-style-type: none">● Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
<u>Centre actions</u> <ul style="list-style-type: none">● The Exams Officer will contact the Awarding Bodies to notify them of any such incidents and act upon advice given

12. Centre unable to distribute results as normal

<u>Criteria for implementation of the plan</u> <ul style="list-style-type: none">● Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services
<u>Centre actions</u> <ul style="list-style-type: none">● The Exams Officer will contact the Awarding Bodies to notify them of any such incidents and act upon advice given.● Results could be distributed from an alternative venue after consultation with SLT and the Awarding Bodies.

13. Current personnel

Exams Officer - Mrs A Hamilton

Head of Centre – Mrs C Green

Cover – Mrs C Pierce

SENDCo – Mrs E Gaynon

Further guidance to inform and implement contingency planning

GOV.UK

Emergency planning and response Severe weather Exam disruption

<https://www.gov.uk/guidance/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>

Dispatch of exam scripts: yellow label service

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>

Statutory guidance on school closures <https://www.gov.uk/government/publications/school-organisation-maintained-schools>

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 for approved centres <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>

This policy will be reviewed

Date of Policy:	October 2018
Approving Body:	Local Governing Body
Approved by:	
Date of Approval:	20 November 2018
Date of Adoption:	20 November 2018
Date of next review:	20 November 2021