

**Exam Contingency Plan**

2021/22

This plan is reviewed annually to ensure compliance with current regulations

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| --- | --- |
| Approved/reviewed by | |
|  | |
| Date of next review |  |

Key staff involved in contingency planning

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| **Role** | **Name(s)** |
| Head of centre | **Ms C Herman** |
| Deputy Headteacher  Exams Officer Line Manager | **Mrs J Martin** |
| Exams officer | **Mrs S Lucas** |
| ALS lead/SENCo | **Mr A Taylor** |
| Senior leader(s) | **Mr Taylor, Mr D Barron, Mr B Clifford,**  **Mr R Drew, Mr J Sands, Mr A Cooke, Mr J Rigg** |
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Contents

[Key staff involved in contingency planning 2](#_Toc83901054)

[Contents 3](#_Toc83901055)

[Purpose of the plan 4](#_Toc83901056)

[Possible causes of disruption to the exam process 4](#_Toc83901057)

[1. Exam officer extended absence at key points in the exam process (cycle) 4](#_Toc83901058)

[2. ALS lead/SENCo extended absence at key points in the exam cycle 5](#_Toc83901059)

[3. Teaching staff extended absence at key points in the exam cycle 6](#_Toc83901060)

[4. Invigilators - lack of appropriately trained invigilators or invigilator absence 6](#_Toc83901061)

[5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice 6](#_Toc83901062)

[6. Failure of IT systems 7](#_Toc83901063)

[7. Emergency evacuation of the exam room (or centre lock down) 7](#_Toc83901064)

[8. Disruption of teaching time in the weeks before an exam – centre closed for an extended period 7](#_Toc83901065)

[9. Candidates unable to take examinations because of a crisis – centre remains open 8](#_Toc83901066)

[10. Centre unable to open as normal during the examination period 8](#_Toc83901067)

[11 Disruption in the distribution of examination papers 8](#_Toc83901068)

[12. Disruption to the transportation of completed examination scripts 8](#_Toc83901069)

[13. Assessment evidence is not available to be marked 8](#_Toc83901070)

[14. Centre unable to distribute results as normal or facilitate post results services 9](#_Toc83901071)

15. Awarding Body withdraws Approval …………………………………………………………………………. 9

Table of contents

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Shenfield High 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.

Alongside internal processes, this plan is informed by the Ofqual (and **Northern Ireland Council for the Curriculum, Examinations and Assessment**) **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**for the Examination System in England, Wales and Northern Ireland*.*

This plan also confirms Shenfield High School’s compliance with JCQ’s **General Regulations for Approved Centres** (section 5.3)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. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency

Possible causes of disruption to the exam process

### Exam officer extended absence at key points in the exam process (cycle)

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| 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*   *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* * *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*   *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 to mitigate the impact of the disruption   * Early entry information is gathered in July for the forthcoming academic year with the named teacher responsible * JCQ and exam board calendar’s and Key dates documents are downloaded and hard copies displayed in the exams office * Exams Assistant has shared responsibility for recruiting invigilators * Exams Assistant has full access to all websites and A2C * A set of keys for secure storage is stored in a key safe in the exams office * Team Leaders have access to input coursework marks for the subject(s) on boards’ websites * Exams Officers network for this area ensures co-operation and assistance from other centres * Information for Candidates and other JCQ notices are on the school’s website for easy access * Invigilators receive annual training and updates to the ICE document * Exams Assistant will access results via A2C and generate results sheets for students * A post-results form will be prepared in July listing services and costs for each board, with the necessary Consent for the candidate’s signature |

### ALS lead/SENCo extended absence at key points in the exam cycle

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| 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* * *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010* * *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* * *centre-delegated arrangements not put in place* * *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline* * *staff (facilitators) providing support to access arrangement candidates not allocated and trained*   *Exam time*   * *access arrangement candidate support not arranged for exam rooms* |
| Centre actions to mitigate the impact of the disruption   * Shenfield High School will liaise with other schools in the local network to engage a suitably qualified assessor * SEN and TAs continually update evidence of need on SIMS * Support staff within PASS to be kept familiar with the Equality Act * Exams Officer has access to make on-line applications based on reports signed by qualified assessor for AA and modified papers * SEN staff are fully conversant with the AA needs of students as it is their normal way of working * Implementing AA during examinations is included in invigilator training |

### Teaching staff extended absence at key points in the exam cycle

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| 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*  *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* |
| Centre actions to mitigate the impact of the disruption   * Heads of Department will liaise with EO and gather information from Go4Schools regarding final entries * EO will oversee the input of submitted marks and report to HOD any outstanding * The deadline for submitting and reporting marks will be set in adequate time to identify problems * Where marks are being submitted but work cannot be found EO will submit a ‘Missing Coursework’ report to the examining body |

### Invigilators - lack of appropriately trained invigilators or invigilator absence

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| 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 to mitigate the impact of the disruption   * Recruitment of invigilators to take place early in the academic year * Support staff, including technicians, will be used if there is a shortfall * A spreadsheet of invigilators to be kept by the Exams Assistant in case they are needed for emergency cover |

### Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

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| 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 to mitigate the impact of the disruption   * Liaise with cover manage to move or amalgamate classes to free up teaching rooms * Agreed arrangement with St Martin’s School for use of their facilities as an emergency provided exam boards are notified and they agree |

### Failure of IT systems

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| 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 to mitigate the impact of the disruption   * The EO will complete entries well in advance of deadlines * Room registers and seat plans prepared and printed in advance * Inform boards if entries/amendments are affected and use the the boards secure sites to make changes, download entry reports * Access secure board sites to download/print results slips and analysis |

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

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| Criteria for implementation of the plan  *Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams* |
| Centre actions to mitigate the impact of the disruption   * If crisis occurs after papers are opened they will be collected and kept secure by the invigilator. If possible papers will be returned to secure storage * Every effort will be make to keep candidate from communicating with each other or other students * Candidates will be supervised to the emergency meeting point for that area but kept separate from other students * The EO will notify the relevant exam boards for advice. If the crisis continues and candidates are not able to resume the examination on these premises the EO will request permission to move to another venue. Papers to be kept secure at all times. * EO will report all actions to the board and collate any claims for Special Consideration |

### Disruption of teaching time in the weeks before an exam – centre closed for an extended period

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| 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 to mitigate the impact of the disruption   * Shenfield High School will communicate with parents and carers about the potential for disrupted teaching time and our plans to address this * Extend further the school’s virtual learning facilities and online learning * Use of local school premises if necessary |

### Candidates unable to take examinations because of a crisis – centre remains open

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| Criteria for implementation of the plan  *Candidates are unable to attend the examination centre to take examinations as normal* |
| Centre actions to mitigate the impact of the disruption   * EO to communicate with relevant awarding bodies at the outset to make them aware of the issue * Where candidates cannot attend due to a crisis and medical or other evidence is presented the EO will claim Special Consideration |

### Centre unable to open as normal during the examination period

(including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

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| Criteria for implementation of the plan  *Centre unable to open as normal for scheduled examinations* |
| Centre actions to mitigate the impact of the disruption   * Shenfield High School and St Martin’s School have agreed facilities will be made available for each other in the event of a crisis * EO will request permission from awarding bodies in the event of needing to transport candidates and question papers |

### Disruption in the distribution of examination papers

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| Criteria for implementation of the plan  *Disruption to the distribution of examination papers to the centre in advance of examinations* |
| Centre actions to mitigate the impact of the disruption   * EO to notify and seek advice from awarding body if papers are not received well in advance of examination day * EO to ensure ongoing access to exam board secure websites to facilitate downloading the question papers on examination day |

### Disruption to the transportation of completed examination scripts

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| Criteria for implementation of the plan  *Delay in normal collection arrangements for completed examination scripts/assessment evidence* |
| Centre actions to mitigate the impact of the disruption   * EO will seek advice from awarding bodies * If advised to take the papers to a local Parcel Force Office the EO and Assistant will go together * Until such advice papers will be kept in secure storage at all times |

### Assessment evidence is not available to be marked

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| Criteria for implementation of the plan  *Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked*  *Completed examination scripts/assessment evidence does not reach awarding organisations* |
| Centre actions to mitigate the impact of the disruption   * Unmarked examination/assessment scripts will be kept in secure storage until collection by Parcelforce * If scripts are damaged Shenfield High School will assist awarding bodies to generate grades by providing evidence of the candidates ability recorded on Go4Schools and other assessments * Students will be allowed to re-sit examinations if/when there is an opportunity |

### Centre unable to distribute results as normal or facilitate post results services

(including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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| 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 to mitigate the impact of the disruption   * Senior staff to inform parents, students and staff of the issues * Remote log-on to SIMS would enable sending results by secure email * EO will contact local network schools to see if using their facilities is possible where necessary * EO will access awarding body websites to raise post result services from an alternative venue |

1. **Awarding Body withdraws Approval**

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| Criteria for implementation of the plan  Learners are unable to complete a qualification without the Awarding Body Approval |
| Centre actions to mitigate the impact of the disruption   * EO and Course Leader will request permission to complete the course for Learners already registered and consider any specific conditions imposed * Course Leaders will look at other Awarding Bodies offering the same, or similar, qualification for future Learners or the transfer or existing Learners |