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**Exam Contingency Plan**

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| School Staff were consulted on this document and it was accepted by the standards and performance committee on : |  |
| It was ratified by the Governing Body on : |  |

**The Shenfield High School Exam Contingency Plan**

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[Ofqual](#_Toc429776066) www.gov.uk

[JCQ](#_Toc429776067) www.jcq.org.uk

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 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 scenarios contained in the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.*

This plan complies with JCQ general regulations (section 5) in that:

The centre 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;”*

Causes of potential 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 planKey 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*
	+ 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 e.g. very late arrival, suspected malpractice, special consideration
	+ candidates’ scripts not dispatched as required 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:* Early entry information is gathered in July of previous academic year with named teacher responsible
* A diary of tasks for Public Examinations will be kept this academic year for publication on W drive Autumn 2016
* Exams Assistant will continue recruitment of invigilators
* Examinations Assistant has full access to all websites and A2C. Assistant also has a set of keys to ensure assessment materials are stored securely
* Team Leaders have access to input coursework marks for their subject on board’s website
* 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 ready access
* Invigilators receive training to ensure they know assessment criteria
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### SENCo extended absence at key points in the exam cycle

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| Criteria for implementation of the planKey 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:* Shenfield HS will pay for an external qualified person to conduct the assessments
* SEN Clerical support will arrange support for exam rooms
* EO to apply for access arrangements and modified papers
* EO to train and allocate invigilators and additional invigilators to implement concessions
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### Teaching staff extended absence at key points in the exam cycle

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| Criteria for implementation of the planKey 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 submission deadlines*

Centre actions:* EO collects estimated information July of previous academic year
* EO to liaise with Subject TL/CL and Key Stage Co-ordinators where there are ambiguities
* TL/CL responsible for late fees
* EO to seek advice from Examination Boards and possibly ask for an extension to coursework
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### 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:* EO to recruit Invigilators yearly
* EO to conduct 2 invigilator training sessions per year
* Admin/support staff to invigilate when/if shortage
* EO assistant to cover until another invigilator can take over
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### 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:* Liaise with cover manager to arrange suitable rooms
* Agreed arrangement with St Martin’s School for use of their facilities as an emergency provided the examination boards are notified and have agreed
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### 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:* Notify examination boards immediately if entries will be late
* Room registers and seat plans prepared early after entry and printed well in advance
* Use board website on independent internet connection to download entry reports and write seat plans if necessary
* Use independent internet connection to access board websites to download reports
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### Disruption of teaching time – 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:* The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this
* Extend the use of school’s virtual learning facilities
* Use of local school premises if necessary
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### 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:* EO to communicate with relevant awarding organisations at the outset to make them aware of the issue. EO to communicate with parents, carers and candidates regarding solutions to the issue.
* EO to contact colleagues from the local EO network group to seek alternative venues with agreement from examination boards
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### Centre unable to open as normal during the exams period

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| Criteria for implementation of the plan* Centre unable to open as normal for scheduled examinations

Centre actions:* EO to notify each awarding organisation of the situation
* EO to contact colleagues from the local network group to seek alternative venues with agreement from examination boards
* An agreement has been made with St Martin’s School that we will accommodate all we can for each other’s school in a crisis, providing examination boards are informed and agree
* Senior Leaders to communicate with parents, carers and candidates regarding solutions to the issue
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### 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:* The centre to communicate with awarding organisations to organise alternative delivery of papers or possible download from a secure internet source
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### 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

Centre actions:* The centre to communicate with relevant awarding organisations at the outset to resolve the issue.
* EO to contact courier to raise concerns
* EO to take examination scripts to local post office for collection
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### 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

Centre actions:* Seek advice from Awarding Bodies taking into account the circumstances
* Ensure teaching staff keep a record of predicted grades and make these available to Awarding Bodies
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### Centre unable to distribute results as normal

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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:* Centre to contact awarding organisations about alternative options
* Senior staff to inform parents, students and staff of the issues
* Centre to explore other options to print results, such as using another centre to download results from awarding bodies secure websites
* Print statement of results from awarding bodies
* Ask boards to allow a local school to facilitate post-results services
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