



Newland School for Girls

Exam contingency plan
2019/20

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Newland School for Girls. 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.

This plan confirms Newland School for Girls is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2019-20*) that the centre *has in place a written examination contingency plan which covers all aspects of examination administration. This will allow Senior Directors to act immediately in the event of an emergency or staff absence.*

Possible causes of disruption to the exam process

1. Exam 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*

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

- ▶ **Data Manager to assume responsibility for the above tasks with the support of the Deputy Headteacher.**
- ▶ **Staff members to work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time.**

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*
- ▶ *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

- ▶ **Head of Centre responsible for ensuring position is filled should absence have the 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 Exam season, in consultation with Deputy Headteacher.**

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

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

- ▶ **The EO to liaise with Deputy Headteacher and Subject Directors to ensure all necessary deadlines are adhered to. Where this is not possible, the EO will liaise with the relevant awarding body and act upon advice given.**
- ▶ **Head of Centre responsible for ensuring 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 to mitigate the impact of the disruption

- ▶ EO will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion.
- ▶ Regular training to take place each exam season.
- ▶ EO will be aware of the school staff available for invigilation duties at short notice and for peak exam days.

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 to mitigate the impact of the disruption

- ▶ EO will organise rooming for examinations before the Easter holidays ensuring sufficient time is available to identify appropriate rooms and plan appropriately.
- ▶ In the event of a room not being available at short notice, Deputy Headteacher will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The Deputy Headteacher will work with the EO 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 to mitigate the impact of the disruption

- ▶ The EO, in consultation with Deputy Headteacher, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the Awarding Bodies. At all times during the system failure the EO 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

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

- ▶ EO to contact the relevant Awarding Body to discuss alternative arrangements, if needed, and liaise with Deputy Headteacher to take appropriate action.
- ▶ EO to contact awarding bodies for advice regarding special consideration.

8. 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 to mitigate the impact of the disruption

- ▶ Deputy Headteacher to manage all such incidents.
- ▶ Priority given to exam cohort.
- ▶ EO to contact awarding bodies for advice regarding special consideration.
- ▶ Centre to communicate with parents and students.

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 to mitigate the impact of the disruption

- ▶ EO to contact the relevant Awarding Body to discuss alternative arrangements and liaise with Senior Directors to take appropriate action.

10. Centre unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations. In the event that the HOC decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible.

Centre actions to mitigate the impact of the disruption

- ▶ Open for candidates if possible.
- ▶ The EO will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with Deputy Headteacher to take appropriate action.

11. Disruption in the distribution of examination papers

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 contact awarding bodies to arrange alternative examination papers, ie downloadable.

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 to mitigate the impact of the disruption

- ▶ EO to contact the Awarding Bodies to notify them of any such difficulties. Centres are not to make their own arrangements for transportation without approval from awarding organisations. EO to ensure secure storage of completed examination scripts until 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

Centre actions to mitigate the impact of the disruption

- ▶ EO will contact Awarding Bodies to notify them of any such incidents and act upon advice given.
- ▶ Student marks to be submitted based on appropriate evidence.

14. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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

- ▶ EO to contact the Awarding Bodies to notify them of any such incidents and act upon advice given.
- ▶ HOC will contact students and parents regarding the delay of their results.

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