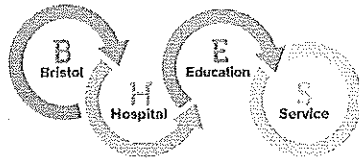


Examination Contingency Plan

Examination Contingency Plan

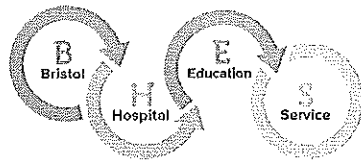
2017-18



Examination Contingency Plan

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Examination Contingency Plan

Purpose of the plan

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

"It is the responsibility of the head of centre to ensure that his/her centre... has 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.

(The examination contingency plan/examinations policy should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.)

[JCQ General regulations for approved centres 5.3]

Causes of potential 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

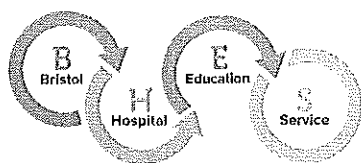
- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

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



Examination Contingency Plan

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

- Executive Head to appoint an acting Exams Officer as soon as possible, ensuring the Key tasks as listed above are understood
- SIMs Helpdesk to assist in tasks which involve SIMS and/or A2C
- Exam Boards to be kept informed of developments (contact numbers at the end of this document and in the Exams Officer's room)
- Exams Officer to ensure essential information is available to the Deputy Head & Head of Upper School
- Exams Officer to ensure the Exams policies and procedures are up to date at all times

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

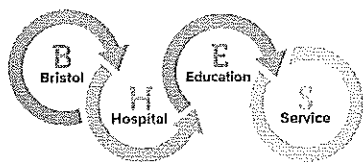
- candidates not tested/assessed to identify potential access arrangement requirements
- centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- evidence of need and evidence to support normal way of working not collated Pre-exams
- approval for access arrangements not applied for to the awarding body 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 to appoint an experienced member of the SEN team as acting SENCo as soon as possible.
- Testing and Assessments continue to be carried out by qualified members of the SEN team. Applications for Access Arrangements to be made in conjunction with the Exams Officer.
- Senior members of the SEN team to be fully up to date with JCQ Regulations (Orange Book)



Examination Contingency Plan

3. Head of Department 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 assessments tasks not set/not taken by candidates as scheduled
- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions

- Head to appoint an acting HoD as soon as possible.

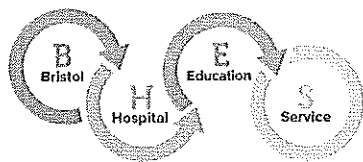
4. Invigilators - lack of appropriately trained invigilators or invigilator absence

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

- All teaching & Inclusion staff are used as invigilators – absence and resulting gaps in invigilation are managed by the Curriculum Co-ordinator and with the Exams Officer.
- All teaching staff & inclusion staff are trained in invigilation
- Invigilation is planned well in advance and always with reserve staff allocated
- A pool of senior, experienced staff are used as Senior Invigilators - absence of Senior Invigilators can therefore be covered.



Examination Contingency Plan

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

- Pre-planning is essential. Exam rooms are allocated well in advance of the examinations window by the Exams Officer in consultation with SLT and Caretaker.
- **Riverside is available at short notice if necessary.** If BHES was unavailable it will be possible to rearrange the venue and seating plans at short notice in order to accommodate candidates. In this case the centre will communicate with parents, carers, candidates and staff with up-to-date information.
- Invigilators will assist the Exams Officer in maintaining the security of exam papers should a venue be changed a very short notice.
- Exams Officer to ensure that any late-notice rooms comply with regulations as set out in the JCQ ICE book.

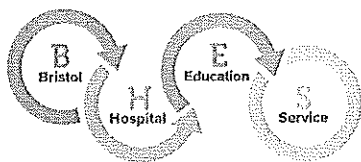
6. Failure of IT systems

Criteria for implementation of the plan

- SIMs/A2C system failure at final entry deadline
- SIMs/A2C system failure during exams preparation
- SIMs/A2C system failure at results release time

Centre actions

- Failure at Entry Deadline – Exams Officer to liaise with BCC IT Technician to enable a swift resolution to any issues. Exams Officer to contact exam boards as quickly as possible to identify alternative route for processing entries (e.g. via exam board secure websites).
- Failure during exams preparation – Exams Officer to liaise with BCC IT Technician as above. Exams Officer to inform exam boards of ongoing situation.
- Failure at results release time – Exams Officer to liaise IT Technician to enable a swift resolution to any issues. Exams Officer to contact exam boards as quickly as possible to identify alternative route for receiving results (e.g. via exam board secure sites).



Examination Contingency Plan

7. Emergency evacuation of the exam room

Criteria for implementation of the plan

- Whole centre evacuation during exam time due to serious incident resulting in exam candidates being unable to return to exam rooms to start, proceed with or complete their exams.

Centre actions

- Senior Invigilators, Invigilators, SLT and Exams Officer to ensure emergency evacuation plan is followed, maintaining the integrity of the exam
- Candidates to be held separately, avoiding contact with other pupils, and ensuring that candidates do not talk to one another until they have been relocated to another of our principal venues wherever possible.

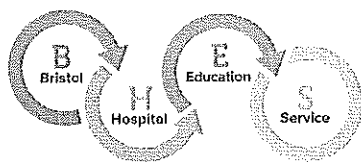
8. Disruption of teaching time – centre closed for an extended period

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

- The centre to communicate with parents, carers, students and staff about the potential for disruption to teaching time and plans to address this.
- Head to prioritise teaching venues at Bristol Hospital Education Service for students in exam years if possible.
- Exams Officer to inform exam boards of developments.
- Consider use of alternative venues.



Examination Contingency Plan

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 centre to communicate with relevant awarding organisations at the outset to make them aware of the issue.
- The centre to communicate with parents, carers, and candidates regarding solutions to the issue.
- Consider use of alternative venues.

10. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to an unforeseen emergency).

Centre actions

- School will always be open for examination candidates unless a situation means that it is unsafe for anyone to enter the building.
- In this instance, Exams Officer to inform each awarding organisation which examinations are affected as soon as possible.
- Consider use of alternative venues
- Centre to communicate with parents, carers, candidates and staff regarding alternative arrangements.

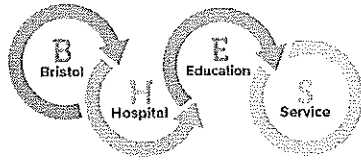
11. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions

- Exams Officer to communicate with awarding organisations to organise alternative delivery of papers.
- Exams Officer to inform Head and Reception staff of new arrangements.



Examination Contingency Plan

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

- Exams Officer to communicate with relevant awarding organisations as soon as possible to resolve the issue.
- Scripts to be stored securely according to JCQ regulations until transport is confirmed.

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

- Head to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.
- Candidates to re-take the affected assessment at a subsequent assessment window if possible.

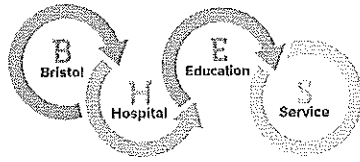
14. Centre unable to distribute results as normal

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

- Unable to access results - Exams Officer will contact awarding bodies regarding alternative options (e.g. download results from awarding body secure websites)
- Unable to distribute results - the centre will communicate with parents, carers, students and HoDs with details of alternative arrangements (e.g. alternative site). Information also to be posted on the school website and communicated to reception staff.
- Alternative arrangements for post-results services to be communicated to parents, carers, students, HoDs, reception staff.



Examination Contingency Plan

15. Contact Numbers for Awarding Bodies

AQA	0800 197 7162
CIE	01223 553554
Edexcel	0344 463 2535
OCR	01223 553998
WJEC	029 2026 5000
CENTRE NUMBER	50618

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>

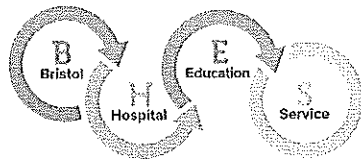
Teaching time lost due to severe weather conditions

<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>



Examination Contingency Plan

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-northernireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-walesand-northern-ireland>

JCQ

General regulations for approved centres <http://www.jcq.org.uk/exams-office/general-regulations>

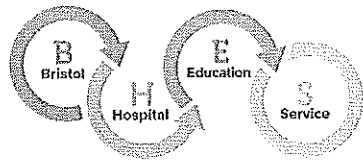
Guidance on alternative site arrangements <http://www.jcq.org.uk/exams-office/forms>

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>



Examination Contingency Plan

Contingency planning

The qualifications regulators, awarding bodies and government departments responsible for education have prepared and agreed a Joint contingency plan for the examinations system in case of wide scale disruption as a result of a flu pandemic, adverse weather conditions or other event.

The joint contingency plan is designed to ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

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 the options for candidates who have not been able to take scheduled examinations.

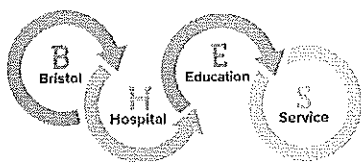
The Joint contingency plan for the examination system in England, Wales and Northern Ireland may be downloaded from

the Ofqual website:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-englandwales-and-northern-ireland>

[Taken directly from JCQ Instructions for conducting examinations <http://www.jcq.org.uk/exams-office/ice--->

instructions-for-conducting-examinations, page iii]



Examination Contingency Plan

Policy Review

The policy will be reviewed in November 2018

Signed MA Date _____

Chair of the Management Committee

Signed [Signature] Date 1 5 18

Executive Head teacher

Useful Information

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

JCQ www.jcq.org.uk

Ofqual www.ofqual.gov.uk

DfE www.education.gov.uk

Edexcel www.edexcel.com

DfE – Exams Delivery Support

<http://www.education.gov.uk/schools/teachingandlearning/qqualifications/examsadmin/a00197093/edsu>

DENI www.deni.gov.uk

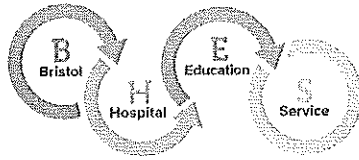
OCR www.ocr.org.uk

UCAS www.ucas.ac.uk

Welsh Government <http://wales.gov.uk/topics/educationandskills/?lang=en>

WJEC www.wjec.co.uk

JCQ A guide to the special consideration process <http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance/a-guide-to-the-specialconsiderationprocess>



Examination Contingency Plan

JCQ Instructions for conducting examinations www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

DfE guidance on dealing with disruption to teaching and learning

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a00694>

25/advice-on-severe-weather

DENI guidance on dealing with disruption to teaching and learning

http://www.deni.gov.uk/exceptional_closures_checklist.pdf

www.deni.gov.uk/index/85-schools/5-school-management/exceptional-closure-ofschools-to-adverse-weather.htm

<http://www.nidirect.gov.uk/school-closures>