

Exam Contingency Plan

2019/20

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
 K Hardy	
Date of next review	November 2020

Key staff involved in contingency planning

Role	Name(s)
Head of centre	Kathy Hardy
Exams manager line manager (Senior Leader)	Chris Allen
Exams manager	Naomi Parry
Exams Assistant	Jade Robson
SENDCo	David Griffiths
SLT member(s)	<u>Senior Vice-Principals</u> Mrs Bickle & Mr O'Hare <u>Vice-Principals</u> Mr Jones, Mr Hughes, Mr Lovell, Mr Hand & Miss Roberts

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at The de Ferrers Academy. 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 *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 in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

This plan also confirms The de Ferrers Academy is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2019-2020*) 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.*

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

▶ **Planning**

NP's passwords are accessible to NT/JR

All documents are on shared drive. Would just need to update to current year. DL can provide information on current specifications being taught.

If extra invigilators were needed, in the short term, internal staff could be used to cover until new invigilators could be recruited.

▶ **Entries**

Estimated entries (if needed) are submitted directly via Awarding body websites and guidance & direction can always be given by their customer call centres (contact numbers are on NP's notice board and below). This information needs to be collected from DL.

External exam entries need to be made via SIMS. The correct Centre Number (either 30080 or 30053) needs to be entered on SIMS exams before any external entries are made. (Tools > School Setup > School Details)

Produce entry marksheets in SIMS exams, using information from specifications sheets completed in September/October (Focus > Marksheet setup-Award)

DL will need to complete tier entries.

These will need inputting into SIMS exams and would need to get DL to check and sign off lists (Reports > Entries > Examination Entry List)

Print off individual statement of entries for each student to check and sign (Reports > Entries > Statement of Entry)

External entries should be submitted via A2C (located on NP's desktop) before the awarding body deadline.

▶ **Pre-Exams**

Rooming allocations is to be done via SIMS exams – (Focus > Seating Organiser > Refresh)

Invigilation schedules – availability letters need to be sent out to all invigilators and then work out how many are needed per session. Senior Invigilator can help with this. Draw up a rota and inform invigilators (letter templates can be found in NP>MK's shared area under Exam Invigilation).

Exam store is located in Exam Office on Trent and on 3rd Floor at SFC, JR has access to spare keys and reception will inform her that papers have arrived so these can be securely locked away in exam store.

DL and teaching staff all have Awarding Body website logins and should know how to submit their own internal assessment marks. Advice and direction can be sought from the Awarding Bodies if there is any doubt. Staff already arrange dispatch of their own internal assessment to relevant moderators. If necessary labels etc. are sent by post, or will be published on exam board websites. Deadlines are on NP's notice board.

Seating plans and individual candidate timetables can be printed from exams. (Reports > Seating Organiser > Seating Plans or Individual Candidate Timetables). Individual candidate instruction booklet should also be printed and attached to timetables prior to distribution. (Naomi Parry > Timetables > Summer 2020)

▶ **Exam time**

JCQ Instructions for Conducting Exams (ICE) <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> provides exact information on how exam room should be set up etc. It provides an exam room checklist

Senior Invigilator can assist with any reports needed for the exam board. Details can be found in the ICE booklet and Awarding Bodies contacted for advice.

Invigilators collate and package up completed exam scripts. Bags and labels can be found in Exam store filing cabinets. AQA will often email address labels, 48 hours in advance, which can be accessed via NP's email. Parcelforce will collect from reception. If ad hoc collections need to be made then please visit <https://collections.parcelforce.net/DFE> to arrange. Packages need to be kept secure at all times. Despatch log will need completing (copies kept in Exam Store)

▶ **Results and Post Results**

Results will come directly to Centre via A2C. This can be accessed via NP's computer. Click send/receive > logs > received files and make a note of results file numbers. Go to SIMS exams > Tools > Import Results & Enrolments > find correct file > import. On August results day, due to the size of the files you may need to log on to the server to import results: - Icon on NP's taskbar > Remote Desktop Connection > Connect > ok > enter password (same as NP's login) > login to SIMS and complete import as above.

Post Result applications are submitted on relevant Awarding Body websites and written student consent must be sought.

Useful contact information

AQA : 0800 197 7162

e-Aqa - <http://www.aqa.org.uk/log-in>

OCR: 01223 553998

Interchange - <https://interchange.ocr.org.uk>

Pearson: 0344 463 2535

Edexcel online - <https://www.edexcelonline.com>

WJEC: 02920 265420

WJEC secure - <https://www.wjecservices.co.uk>

SIMS Advisory (Entrust): 0300 111 8030

The Exams Office: 0333 7000 755 (9am-1pm)

<http://www.theexamsoffice.org>

JCQ: <http://www.jcq.org.uk/exams-office>

2. SENDCo 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

- ▶ The centre would have to seek help and guidance from the other schools in the MAT to assess and test identified students.
- ▶ The centre would have to apply online for access arrangements for those students identified as qualifying for access arrangements.
- ▶ The Exam Manager would apply for modified papers
- ▶ The Assistant SENDCO's would be able to ensure that staff are allocated and trained, using training materials already purchased.
- ▶ The Assistant SENDCO's would be able to allocate support for exam rooms.

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

- ▶ If a member of the teaching staff was off, then either the DL or ALT would find a replacement to cover their duties. NP would be able to help with any submissions of deadline specific information.

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

- ▶ If on the rare occasion there was not enough invigilators to run the exam correctly, then internal staff would have to be used until suitable invigilators could be recruited.
- ▶ If an invigilator was absent on the day, NP would contact other invigilators to take their place.

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

- ▶ NP to work closely with MW, well in advance of exam dates, to secure suitable rooms.
- ▶ If the main exam venue was unavailable due to an unexpected incident, then NP would ring the relevant Awarding body for advice. A report would be completed and special consideration application submitted.

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

- ▶ All relevant entry and result information could be produced directly from the awarding body websites, if necessary. Would contact Entrust SIMS Advisory to seek advice.
- ▶ Manual preparation and production of seating plans and timetables could be produced, if necessary

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

- ▶ Follow the Emergency Evacuation Procedure / Lock Down Policy
- ▶ Contact relevant Awarding Body for advice. A report would be completed and special consideration application submitted/ or Contingency day would be activated.

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

- ▶ Contact relevant Awarding Body for advice.
- ▶ Find alternative venue for teaching.
- ▶ Prioritise students who will be sitting examinations shortly – re-locate to Dove Campus/ 6th Form Campus other suitable venue. Consider entering for an alternative series if possible

- ▶ Arrange for work to be sent home to students via iPads
- ▶ Advise students that they could re-sit at the next available opportunity
- ▶ Submit special consideration applications

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

- ▶ Ascertain why the student is unable to attend the exam centre – seek guidance from Awarding Body to see if an alternative venue can be approved.
- ▶ Possibly make arrangements for the candidate to sit in a separate area of the academy
- ▶ Seek medical evidence and submit special consideration application

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

Centre actions to mitigate the impact of the disruption

- ▶ Contact relevant Awarding Bodies for advice
- ▶ Re-locate to Dove Campus/ 6th Form Campus or other suitable venue (investigate possibility of students sitting exams at other local centres)
- ▶ Advise students that they could re-sit at the next available opportunity
- ▶ Submit special consideration applications

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

- ▶ Contact Awarding Body / check awarding body secure external network to arrange access to electronic copies on the day of the exam
- ▶ NP to arrange for secure copies of paper to be printed, if necessary

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

- ▶ Contact Awarding Body for advice
- ▶ Script packages to be kept secure until Awarding Body can arrange for collection or advise how to ship.

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

- ▶ Contact Awarding Body for advice
- ▶ Submit special consideration applications
- ▶ Advise students that they could re-sit at the next available opportunity

14. 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)

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

Distribution of results

- ▶ Contact Awarding Body for advice
- ▶ Make arrangements to access results at an alternative site, in agreement with the relevant awarding body

Facilitation of post results services

- ▶ Make arrangements to make post results requests at an alternative location
- ▶ Contact the relevant awarding organisation if electronic post results requests are not possible

Further guidance to inform procedures and implement contingency planning

Ofqual

What schools and colleges and other centres should do if exams or other assessments are seriously disrupted

1. Contingency planning

You should prepare for possible disruption to exams and other assessments as part of your emergency planning and make sure your staff are aware of these plans.

When drafting contingency plans, you should consider the following guidance...

2. Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises.

You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

3. Steps you should take

3.1 Exam planning

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

3.2 In the event of disruption

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to JCQ's '[Centre emergency evacuation procedure](#)'.
6. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

3.3 After the exam

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

4. Steps the awarding organisation should take

4.1 Exam planning

Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.

Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

4.2 In the event of disruption

1. Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
2. Provide effective guidance to any of their centres delivering qualifications.
3. Ensure that where an assessment must be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
4. Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
5. Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

4.3 After the exam

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

5. If any students miss an exam or are disadvantaged by the disruption

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also:

- [JCQ's guidance on special considerations](#)
- [FAB's guidance on special considerations](#)

6. Wider communications

The regulators, [Ofqual](#) in England, [Qualifications Wales](#) in Wales and [CCEA](#) in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The [Department for Education](#) in England, the [Department of Education](#) in Northern Ireland and the [Welsh Government](#) will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the [Universities and Colleges Admissions Service](#) (UCAS) and the [Central Applications Office](#) (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

7. Widespread national disruption

In the event of widespread sustained national disruption, the government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

[Ofqual guidance extract taken directly from the *Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted*, (updated 23 January 2018) <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>]

JCQ

15.1 The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

15.2 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.

15.3 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.

15.4 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.

15.5 The awarding bodies have designated Wednesday 24 June 2020 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2020, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day on 24 June 2020. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

[JCQ guidance taken directly from JCQ *Instructions for Conducting Examinations 2019-2020* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, section 15, **Contingency planning**]

JCQ Joint Contingency Plan <http://www.jcq.org.uk/exams-office/other-documents>

General Regulations for Approved Centres <http://www.jcq.org.uk/exams-office/general-regulations>

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

Guidance notes concerning transferred candidates <http://www.jcq.org.uk/exams-office/online-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>

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 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>

Wales

School closures – examinations <https://gov.wales/school-closures-examinations>

Northern Ireland

Exceptional closure days <https://www.education-ni.gov.uk/articles/exceptional-closure-days>

Checklist for Principals when considering Opening or Closure of School <https://www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools>

School closures <https://www.nidirect.gov.uk/articles/school-closures>