



# Examinations Contingency Plan

Date Created: May 2017

Next Review Date: May 2018

Sherburn High School

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Sherburn in Elmet

LS25 6AS

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- KEY PERSONNEL IN EXAMS PROCESS

Head of Centre (48331)	Mrs M Williams (Head Teacher)
Exams Officer (48331)	Mr P Short
Assistant Exams Officer (48331)	Miss R Bradley
Access Arrangements (SEN)	Mrs C Atkinson
Assistant Head (SLT lead for Exams)	Mr J Brookes

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process. 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*. (See file). 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

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 are not undertaken, these may include:

#### 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:

- The assistant Data and Examinations Officer is trained in all aspects of the Examinations Officer job and they will follow the procedures and practices within the Examinations Officer remit. Assistance from Senior Leadership Team and the Office Manager as required.
- Examinations Officer to ensure essential information is available to Assistant Headteacher (Raising Standards).
- Examinations Officer to ensure examination cycle, 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
- 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:

- A suitable Deputy SENCo is trained up, who will follow procedures and practices within the SENCo remit.
- Examinations Officer to ensure essential information is available to Deputy Head and Assistant Head (RSL)
- Examinations Officer to ensure examination cycle, policies and procedures are up to date at all times

### 3. Heads 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
- Internal assessment marks and candidates' **work not provided to meet submission** deadlines

#### Centre actions:

- Assistant Headteacher (Raising Standards) to ensure departmental continuity by requesting an alternative member of the Senior Leadership Team takes responsibility for the actions above.

### 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:

- Examinations Officer to maintain a short list of suitable candidates.
- Examinations Officer to ensure that capacity is never exceeded on any one day.
- Examinations Officer to review training procedures regularly and put in place additional training as required.
- Examinations Officer to ensure a specific Examinations Day Contingency Plan is in place (Appendix 1).
- Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)
- Examinations Officer to ensure an Incident Log is in place (Appendix 3).

### 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 at all stages is essential.

- Assistant Headteacher (Raising Standard) and Examinations Officer to continually review all stages of the process.
- Gymnasium to be first option as alternative venue for emergency accommodation.
- Emergency Evacuation plan should be in place (Appendix 2)

## 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:

- Assistant Headteacher (Raising Standards) and Exams Officer to contact in-house IT department.
- Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.

## 7. 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 and students about the potential for disruption to teaching time and plans to address this. (via website / SMS / twitter).
- Alternative venues to prioritised for students with imminent exams.
- Examinations Officer to advise the Examination Boards as appropriate.
- In extreme circumstances advise candidates they may need to sit exams in the next available series.

## 8. 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.
- Centre to liaise with Exam Boards to sit exams at a different venue in extremis.

- Should a significant number of candidates need to be isolated due to sickness, use the Gymnasium and request a member of the trained medical staff to be on hand.
- If a small number (less than 5) are affected, isolate students in H2L with separate invigilation.
- Apply for Special Consideration for those affected to the appropriate examination boards.

## 9. 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:
- The centre to communicate with awarding organisations to organise alternative delivery of papers.
- Arrange with Examination Boards for alternative means of receiving papers either electronically or alternative courier.
- Examinations Officer to ensure papers are kept securely until needed.

## 10. 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:
- The centre to communicate with relevant Exam Boards at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant Examination Boards.
- Scripts must be stored securely until such time transport is confirmed.

## 11. 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:

- It is the responsibility of the Head of Centre (Headteacher) to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.

- It may be necessary for the candidates to retake the assessment at the next available opportunity.

## **12. 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:

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.



Appendix 1Exams Day Contingency plan

Exam Item	Location/ Holders Name	Responsibility
Keys to Secure Storage for exam papers and exam stationery	PST main key holder. RBY holds spare set.	PST / RBY
Exams Office – Centre Timetable	Exams Office on separate key and locked at all times during exam season. Timetable widely published	PST / RBY
Seating plans	In exams office (cupboard A).	PST / RBY
Exam cards / setting out of exam rooms / notices etc.	On desk. Attendance sheets in cupboard A. Official ones in locked exam cabinet	PST / RBY
Invigilators	PST to organise	
Access Arrangements (incl. Cover sheets)	H2L have separate attendance sheets. Papers taken to H2L in secure envelope and handed over to nominated staff	PST / RBY
Script envelopes / Examiner address labels	In cupboard B	PST / RBY
Exam clashes	Instructions given to Invigilators at the start of the exam	PST
Collection of scripts	Invigilators	Invigilators
Collation of scripts	PST to check against official attendance registers and the official attendance sheets completed before posting	PST
Completion of proof of posting form / posting scripts	Complete the Exam Dispatch log. Keep in exams office until Parcel force arrive	PST

Awarding Bodies tel no: WJEC AQA OCR Pearson CIE	02920 265 000 0800 197 7162 01223 553 998 08444 632 535 01223 553 554	
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## Appendix 2

### Policy for Severe Disruption/Evacuation during External Examinations

#### Possible Causes

- Unreasonable noise disruption
- Fire/Bomb/Flood Alert during an Examination

#### 1. Unreasonable noise disruption

In the event of a severe disruption in an externally set examination, invigilators are advised to stop the examination, tell the candidates to close their answer books, make a note of the time and summon help (Examinations Officer/Assistant Headteacher/ Main Office/Headteacher) to sort out the problem. Examination room conditions must be maintained.

When the disruption has been resolved the candidates can resume their examination and the time taken to resolve the issue added on at the end of the examinations. The candidates must be supervised at all times and thus the break in the examination can be **regarded as 'a supervised rest break'**.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. The Examinations Officer to make Examining Bodies aware of the disruption if necessary.

#### 2. Fire/Bomb/Flood Alert during an Examination

In the event of a fire alarm or bomb alert sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.

The invigilator should summon assistance, if there is time and it is appropriate, via the Examinations Officer who will confirm if immediate evacuation is necessary and the School Office who will call the reserve invigilator and notify the Senior Leadership Team. A decision will be made as to whether a full evacuation is necessary.

If the emergency is over quickly, the candidates should resume the examination. A careful note of the time of resumption must be noted and the full time allocated for the examination given to complete the examination, ignoring the interruption.

An incident log (Appendix 3) must be completed with the times of the disruptions noted and a special consideration form will be filled in so as not to disadvantage the candidates.

#### Procedure for Emergency Evacuation from an Examination

If it is necessary to evacuate the building, the lead invigilator should then stop the examination taking a note of the time and evacuate the building by row and in silence. The candidates must leave all examination papers, scripts and writing equipment behind, and in accordance with the school emergency evacuation procedures. The candidates should remain supervised and in silence throughout the emergency. Several other members of staff will be needed to help police this.

In the event of an emergency requiring candidates to evacuate buildings during an examination the following areas should be used but the candidates must be kept at a distance and in silence from the main body of pupils.

At all times, **invigilators must act in accordance with section 16 of the 'Instructions for conducting examination' booklet.** They should also summon assistance immediately an emergency arises. Silence should be maintained during the time the candidates are outside the examination room.

**Section 16 of 'Instructions for conducting examination' booklet states:**

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and the action taken (Appendix 3), and send to the relevant awarding body.

## Appendix 3

### Exam Room Incident Log

This incident log is for the exams officer or invigilator(s) to use to record any irregularities<sup>1</sup> that may happen in the exam room at the point of occurrence.

*All irregularities<sup>1</sup> must be recorded.*

*An exam room incident log should be used to record any irregularities. [JCQ ICE 13]*

<b>Exam date/session:</b>  <b>AM/PM</b>	<b>Exam room:</b>	<b>Exam(s):</b>
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*In order to avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. An additional member of centre staff must check the time, date and any other paper details before a packet is opened. [JCQ ICE 1, 11]*

Prior to opening the above exam paper packets provided by the exams officer, I confirm that I have checked against the timetable that the date, session and paper details are correct.

Signature of member of centre staff to confirm the above statement: .....

Time	Incident description
	<div>Recorded by:</div>
	<div>Recorded by:</div>

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<sup>1</sup> Irregularities are unplanned incidents that could impact on the security of the examination, breach the rules and regulations or affect the conditions that enable candidates to achieve their potential. Examples include: candidate late/very late arrival; suspected malpractice (candidate, centre staff); emergency evacuation; candidate illness/distress; disturbance inside/outside the exam room; unauthorised persons entering the exam room etc.

After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to awarding bodies. The incident log will be affixed to the seating plan, copy of the attendance register(s), and exam room checklist for this exam room session.

## Further guidance to inform and implement contingency planning

### 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-northern-ireland/jointcontingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northernireland>

### JCQ

*General regulations* <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>

### GOV.UK

*Emergencies and severe weather: schools and early years settings*

<https://www.gov.uk/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/teaching-time-lostdue-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/dispatch-of-exam-scriptsguide>