



**OLD BUCKENHAM HIGH SCHOOL**

**EXAM CONTINGENCY POLICY**

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<b>Date</b>	February 2022
<b>Executive summary</b>	This policy has been reviewed and amendments made in order to comply with JCQ ICE Regulations
<b>Review Body</b>	Exams Office
<b>Endorsed by</b>	Governing Body
<b>Review frequency &amp; next review due</b>	Annually – February 2023
<b>Comments</b>	This policy will be reviewed in full by the Governing Body on an annual basis.

## **Purpose of the Policy**

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Old Buckenham High School. By outlining actions and procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on the exams 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 for Approved Centres (section 5e) 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 member of the senior leadership team to act immediately in the event of an emergency or staff absence”.*

## **Causes of potential disruption to the examinations process**

### **1. Exam Officer extended absence at key point in the exam 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

- *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

OBHS actions:

- On exam days, a named senior invigilator can be called upon to deliver an exam.
- The SLT should nominate a "Deputy" to cover a role or task.
- Consideration should be given to Work Shadowing.
- All procedures are documented and available in the Exams Manual located in the Exams Office.
- The Key Tasks section of The Exams Office website.
- The Examinations Administration section of the DFE website.
- Examination Board helplines.
- The Exams Office section of the Joint Council for Qualifications website.

**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

OBHS actions:

- Request Assistant SENCO to assist until SENCO returns.
- Assistant SENCO to identify any candidates not yet approved by Awarding Bodies and complete.
- Examinations Officer to identify any shortfalls in Invigilation requirements and ensure that gaps are filled.

- Once gaps are filled, Examinations Officer to arrange suitable rooms and liaise with SEN Department to provide training

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

#### OBHS actions:

- Subject Head of Department or SLT member to provide Examinations Officer with details of Estimated/Final entries.
- Subject Head of Department or SLT member to ensure NEA tasks are carried out on time and students made aware of their marks before they are submitted to the Exam Boards secure website.
- Subject Head of Department or SLT member to ensure Examinations Officer is provided with Estimated Grades/Coursework Marks and that Coursework samples are sent to Moderators

### **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*

#### OBHS actions:

- Exams Officer to use provisional timetable and estimated entry information to determine invigilator numbers required.
- Exams Officer to check availability of current invigilators for the next exams series and identify shortfall.
- Exams Officer to recruit and train new invigilators where required.
- SLT member responsible for Cover to provide additional Invigilator resource from trained centre support staff in the event of a shortfall at short notice.

## **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*

### OBHS actions:

- Identify, working with responsible SLT member, a short-list of suitable rooms including reserves.
- Move pupils from normal classrooms for the duration of the examinations.
- Plan alternative accommodation for the duration of the incident

## **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*

### OBHS actions:

- Awarding bodies to be informed and an extension to the deadline should be requested.
- MIS contractor and ICT team on standby to repair damage quickly.
- Special Consideration can be applied for in the event of a serious disruption.
- Results can be obtained at an alternative site or SET school.

## **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 start, proceed with or complete their exams

### OBHS actions to mitigate the impact of the disruption

- See Appendix 1 OBHS Fire Evacuation Procedure during Examinations
- SLT to follow procedures in OBHS Lockdown Policy
- Inform Awarding Bodies immediately and await their advice
- Escort students to another SET school if numbers make this feasible

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

### Criteria for implementation of the plan

- OBHS 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

*OBHS to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.*

### OBHS actions:

- OBHS to liaise with the JCQ, Exam boards and SET to find suitable alternative venues.
- OBHS to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.

## **9. Candidates unable to take examinations because of a crisis – OBHS remains open**

### Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

*OBHS to communicate with relevant awarding organisations at the outset to make them aware of the issue. OBHS to communicate with parents, carers and candidates regarding solutions to the issue.*

### OBHS actions:

- OBHS to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations
- OBHS to offer candidates an opportunity to sit any examinations missed at the next available series
- OBHS to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by their centre not to attend an examination.
- If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.
- JCQ guidance on special consideration can be accessed through the JCQ website

## **10. OBHS unable to open as normal during the exams period**

### Criteria for implementation of the plan

- OBHS unable to open as normal for scheduled examinations

*If this is the case OBHS must inform each awarding organisation with which examinations are due to be taken as soon as is possible.*

### OBHS actions:

- It remains the responsibility OBHS to prepare students, as usual, for examinations.
- 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.
- OBHS to open for examinations and examination candidates only, if possible
- Alternative centres within SET should be considered in the event that candidates cannot come to school.
- OBHS may advise candidates to sit examinations in an alternative series.
- Special Consideration can be used where candidates are unable to achieve a result due to one of the above factors.
- An exam result can be generated by the awarding body, based on factors such as a child's performance on other assessments in the same subject.

## **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

*OBHS to communicate with awarding organisations to organise alternative delivery of papers.*

### OBHS actions:

- Awarding organisations to provide centres with electronic access to examination papers via a secure external network.
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- The Examinations Officer would need to ensure that copies are received, made and stored under secure conditions
- Source alternative couriers for delivery of hardcopies

## **12. Disruption to the transportation of completed examination scripts**

### Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

*OBHS to communicate with relevant awarding organisations at the outset to resolve the issue.*

### OBHS actions:

- In the first instance OBHS to seek advice from awarding organisations and normal collection agency regarding collection. OBHS should not to make its own arrangements for transportation without approval from awarding organisations.

- OBHS to ensure secure storage of completed examination papers 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

*It is the responsibility of the head of centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.*

#### OBHS actions:

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations.
- Candidates to retake affected assessment at subsequent assessment window.
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### **14. OBHS 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

*OBHS to contact awarding organisations about alternative options.*

#### OBHS actions:

- OBHS to make arrangements to access its results at an alternative site.
- OBHS to make arrangements to coordinate access to post result services from an alternative site.
- OBHS to share facilities with other centres if this is possible.

### **15. Disruption to Public Transport preventing students from reaching Exams Centre.**

#### Criteria for implementation of the plan

- Candidates unable to take examinations due to planned lack of public transport.
- Candidates unable to take examinations due to sudden disruption to public transport.
- Candidates arrive late due to public transport problems.

#### OBHS actions:

- Monitor news agencies on a regular basis to identify any potential transportation difficulties.
- OBHS to arrange own bus facilities to transport candidates to centre.
- OBHS to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.



- OBHS to offer candidates an opportunity to sit any examinations missed at the next available series.
- OBHS to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.
- Latecomers to be permitted to take their examinations providing they are within the JCQ regulations.

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

### JCQ

General regulations

<http://www.icq.org.uk/exams-office/general-regulations>

Guidance on alternative site arrangements

<https://www.icq.org.uk/exams-office/online-forms>

Instructions for conducting examinations

<http://www.icq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

A guide to the special consideration process

<http://www.icq.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-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/dispatch-of-exam-scripts-guide>

### Useful Information

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

JCQ <http://www.icq.org.uk/>

Ofqual <https://www.gov.uk/government/organisations/ofqual>

DfE <http://www.education.gov.uk/>

Edexcel <https://qualifications.pearson.com/en/home.html>

OCR <http://www.ocr.org.uk/>

WJEC <http://www.wjec.co.uk/>

JCQ access arrangements, reasonable adjustments and special consideration

<https://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration>

JCQ instructions for conducting examinations

<https://www.icq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2019-2020>

DfE guidance on dealing with disruption to teaching and learning

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather>



## Appendix 1

Old Buckenham High School

### Fire Evacuation Procedure during Examinations

In the event of a fire alarm, the following procedure applies:

- Invigilators should note the time that the fire alarm went off and how long the examination has been going on. They should suspend the examination as ask candidates to put down their pens and close their booklets.
- **IMPORTANT – BEFORE** the students exit the Hall remind them that they are still under exam conditions and under **NO CIRCUMSTANCES** should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- Invigilators should take the exam board attendance list to enable a roll call to be taken.
- Ensuring students remain calm, invigilators should ask them to **LEAVE** all examination materials on their desk and leave the Hall by the student reception exit. Bags and personal belongings should not be collected on leaving the Hall.
- **IMPORTANT –** candidates should assemble at the rear of the school field behind the science block isolated from other students in the school.
- A roll call will be taken to ensure all candidates are present and follow up if necessary.
- When the all clear is given, candidates should be accompanied back into the Hall. Students should be reminded that they are still under exam conditions and under **NO CIRCUMSTANCES** should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- On returning to the exam room students will resume the exam when told to do so. Invigilators should note the time of re-starting the examination and amend the finish time.
- Invigilators should ensure the Examinations Officer is aware of the incident so that Special Consideration can be requested for candidates.

For small examination rooms, the same procedure should be followed, leaving the room by the nearest exit, and assembling on the field behind the science block.