



Colne Valley High School

## EXAM CONTINGENCY PLAN

# 2020/21

This plan is reviewed annually to ensure compliance with current regulations

Approved/Reviewed by

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Further guidance to inform and implement contingency planning;

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## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Colne Valley High School. 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*.

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 not undertaken including:

Planning	<ul style="list-style-type: none"> <li>annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered</li> <li>annual exams plan not produced identifying essential key tasks, key dates and deadlines</li> <li>sufficient invigilators not recruited and trained</li> </ul>
Entries	<ul style="list-style-type: none"> <li>awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff</li> <li>candidates not being entered with awarding bodies for external exams/assessment</li> <li>awarding body entry deadlines missed or late or other penalty fees being incurred</li> </ul>
Pre-exams	<ul style="list-style-type: none"> <li>exam timetabling, rooming allocation; and invigilation schedules not prepared</li> <li>candidates not briefed on exam timetables and awarding body information for candidates</li> <li>exam/assessment materials and candidates’ work not stored under required secure conditions</li> <li>internal assessment marks and samples of candidates’ work not submitted to awarding bodies/external moderators</li> </ul>
Exam Time	<ul style="list-style-type: none"> <li>exams/assessments not taken under the conditions prescribed by awarding bodies</li> <li>required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration</li> <li>candidates’ scripts not dispatched as required to awarding bodies</li> </ul>
Result and Post-Results	<ul style="list-style-type: none"> <li>access to examination results affecting the distribution</li> </ul>
Centre Actions	<ul style="list-style-type: none"> <li>All procedures printed and kept together in the examination’s office.</li> <li>Member of SLT (Deputy Exams Officer) in place. – Access to keys and documents.</li> <li>Training and planning in place and well documented for others to access.</li> <li>All papers signed in and out of secure storage at all times.</li> </ul>

## 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	<ul style="list-style-type: none"> <li>• Candidates not tested/assessed to identify potential access arrangement requirements</li> <li>• Evidence of need and evidence to support normal way of working not collated</li> </ul>
Pre-exams	<ul style="list-style-type: none"> <li>• Approval for access arrangements not applied for to the awarding body</li> <li>• Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline</li> <li>• Staff providing support to access arrangement candidates not allocated and trained</li> </ul>
• Exam Time	<ul style="list-style-type: none"> <li>• Access arrangement candidate support not arranged for exam rooms</li> </ul>
Centre Actions	<ul style="list-style-type: none"> <li>• Deputy SENCo in place</li> <li>• Procedures all documented and available</li> </ul>

## 3. Teaching staff extended absence at key points in the exam cycle

### Criteria for implementation of the plan

Key tasks not undertaken including:

<ul style="list-style-type: none"> <li>• Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received</li> <li>• Final entry information not provided to the exams officer on time, resulting in: <ul style="list-style-type: none"> <li>• Candidates not being entered for exams/assessments or being entered late</li> <li>• Late or other penalty feed being charged by awarding bodies</li> </ul> </li> <li>• Internal assessment marks and candidates' work not provided to meet submission deadlines</li> </ul>	
Centre Actions	<ul style="list-style-type: none"> <li>• Exams officer makes SLT member responsible for exams and subject area aware, and department staff enlisted to resolve.</li> </ul>

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

### Criteria for implementation of the plan

<ul style="list-style-type: none"> <li>• Failure to recruit and train sufficient invigilators to conduct exams</li> <li>• Invigilator shortage on peak exam days</li> <li>• Invigilator absence on the day of an exam</li> </ul>	
Centre Actions	<ul style="list-style-type: none"> <li>• Invigilator training takes place twice a year.</li> <li>• Specific training takes place for those working with access arrangement students</li> <li>• All invigilators have clear timetable to avoid absence. In absent Exams Officer to contact extra invigilators, or use SLAs/school staff</li> <li>• Extra invigilators to be employed for peak days.</li> </ul>

**5. Exam rooms – lack of appropriate rooms or main venues unavailable at short notice**

Criteria for implementation of the plan

<ul style="list-style-type: none"> <li>• Rooms in use for other events</li> <li>• Rooms become unavailable due to health and safety reasons</li> </ul>	
Centre Actions	<ul style="list-style-type: none"> <li>• All rooms for exams booked out on cover in advance and teaching groups moved as necessary</li> <li>• Access arrangement rooms can be moved by the Cover Officer.</li> <li>• Use sports hall/gym should large venue be unavailable. Apply for special consideration.</li> </ul>

**6. Failure of IT Systems**

Criteria for implementation of the plan

<ul style="list-style-type: none"> <li>• Power cut to site</li> <li>• Online testing system fails/crashes</li> <li>• Network/Internet connection failure</li> </ul>	
Centre Actions	<ul style="list-style-type: none"> <li>• Reschedule session if allowed (i.e. extended period of work over a window)</li> <li>• Stop work and contact IT support/Awarding body as appropriate depending on issue</li> <li>• Apply for special consideration</li> </ul>

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

Criteria for implementation of the plan

<ul style="list-style-type: none"> <li>• Emergency closure of centre due to fire/damage or health and safety issue</li> </ul>	
Centre Actions	<ul style="list-style-type: none"> <li>• Governors and SLT will implement Emergency Plan for the Academy</li> <li>• This will include using Microsoft Teams to distribute and receive teaching materials and assessments securely online</li> </ul>

**8. Candidates unable to take examinations because of a crisis – centre remains open**

Criteria for implementation of the plan

<ul style="list-style-type: none"> <li>• Students suffer a crisis which affects them personally e.g. bereavement</li> </ul>	
Centre Actions	<ul style="list-style-type: none"> <li>• Communication with key stakeholders i.e. parents, wellbeing</li> <li>• Special consideration applied for from Awarding Body</li> </ul>

## 9. Centre unable to open as normal during the exams period

### Criteria for implementation of the plan

<ul style="list-style-type: none"><li>Centre is partially closed due to weather, health and safety issue, or other problem</li></ul>	
Centre Actions	<ul style="list-style-type: none"><li>Access to building prioritised to allow running of examinations</li><li>Exams officer re-timetable students to use parts of building available</li><li>Extra staff deployed around the exam areas to ensure examination regulations are upheld</li></ul>

## 10. Disruption in the distribution of examination papers

### Criteria for implementation of the plan

<ul style="list-style-type: none"><li>A student suggests they have been given the wrong paper</li><li>Papers are mixed up between venues</li><li>Not enough papers are available for the examination</li></ul>	
Centre Actions	<ul style="list-style-type: none"><li>Entries are double-checked by subject leaders in advance to minimise errors on the day of the examination</li><li>If this occurs, students will be kept in examination conditions and the entry checked with the subject leader</li><li>If papers are mixed, then invigilators, with SLT members, keep candidates in exam conditions and resolve issues</li><li>Following an administrative error by Awarding Body the Exam Officer will contact them and ask permission to copy papers required</li></ul>

## 11. Disruption to the transportation of completed examination scripts

### Criteria for implementation of the plan

<ul style="list-style-type: none"><li>Papers are disrupted on their way from the venue to examinations office</li></ul>	
Centre Actions	<ul style="list-style-type: none"><li>Invigilators trained with examination procedures including return of examination papers to examinations office at the end of examinations</li><li>Venues are very close to the examinations office to eliminate unnecessary travelling</li><li>Papers are provided in boxes to alleviate issues with carrying</li></ul>

## 12. Assessment evidence not available to be marked

### Criteria for implementation of the plan

<ul style="list-style-type: none"><li>• Lost coursework/damaged coursework</li><li>• Absence from controlled assessments</li><li>• Lost footage –Music, Drama &amp; Languages</li></ul>	
Centre Actions	<ul style="list-style-type: none"><li>• Look at time for students to re-do if enough time available.</li><li>• Contact the awarding body straight away to find out procedure going forward.</li><li>• Fill out the relevant exam board paperwork and send to awarding body.</li></ul>

## 13. Centre unable to distribute results as normal

### Criteria for implementation of the plan

<ul style="list-style-type: none"><li>• Unexpected school closure means that access isn't available on site to distribute results</li><li>• Technical issues mean that results cannot be downloaded</li></ul>	
Centre Actions	<ul style="list-style-type: none"><li>• Provision would be made to a local school/organisation (e.g. Community of the Resurrection, Community Centre) to hire a room to distribute results from</li><li>• Information about the change would be relayed to parents and students via text/email/social media</li><li>• Multiple access to internet available if one fails</li><li>• Maintenance on SIMS does not take place leading up to exams day</li></ul>

## 14 Covid-19 Procedures