



# GEORGE ABBOT SCHOOL

<b>Policy Title:</b>	<b>Examinations Contingency Plan</b>	
<b>Author:</b>	<b>Examinations Manager</b>	
<b>Date of most recent review:</b>		<b>October 2018</b>

## 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 George Abbot School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

At all times, the Examinations Manager, Assistant Examinations Office and Senior Leadership Team (SLT) will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated “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”.

## Causes of Potential Disruption to the Exam Process

### 1. Examinations Manager – Extended absence at key points in the exam process (cycle):

<b>Criteria for Implementation of the Plan:</b>	
Key tasks required in the management and administration of the exam process 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>Exam key dates not produced identifying essential key tasks, dates and deadlines for input into Curriculum plans</li> <li>Sufficient invigilators not recruited and trained</li> </ul>
Entries	<ul style="list-style-type: none"> <li>Awarding Bodies not being informed of estimated entries which prompts release of early information required by teaching staff</li> <li>Candidates not being entered with Awarding Bodies for external exams/assessments</li> <li>Awarding Body entry deadlines missed 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>
During Exams	<ul style="list-style-type: none"> <li>Exam strong room processes not carried out including preparation of exam crates, distribution of exam crates, running the exam venues and despatching of exam scripts</li> <li>Required reports not completed, ie very late arrivals, suspected malpractice, special considerations</li> </ul>

Results & Post Results	<ul style="list-style-type: none"> <li>• Access to exam results affecting the distribution of results to candidates</li> <li>• Post result service not delivered</li> </ul>
Certificate Distribution	<ul style="list-style-type: none"> <li>• Certificates not recorded, distributed or made available for collection</li> </ul>
<b>Centre Actions</b>	
<ul style="list-style-type: none"> <li>• Assistant Examinations Officer to assume responsibility for the above tasks with the support of the Senior Leadership Team (SLT)</li> <li>• Head of Centre to contact each Awarding Body on Centre headed paper to transfer secure admin rights to the Assistant Examinations Officer in the period of absence of the Examinations Manager</li> </ul>	

## 2. SENCo extended absence at key points in the exam cycle

<b>Criteria for Implementation of the Plan:</b>	
Key tasks required in the management and administration of the access arrangements process not undertaken:	
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>
During Exams	<ul style="list-style-type: none"> <li>• Access arrangement candidate support not arranged for exam venues</li> </ul>
<b>Centre Actions</b>	
<ul style="list-style-type: none"> <li>• The Specialist Assessor, Teaching Assistants and Teaching Staff to work with SLT to identify students where applications for access arrangements may be required. The employment of outside agencies/professionals may be required.</li> </ul>	

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

<b>Criteria for Implementation of the Plan:</b>	
Key tasks not undertaken including:	
<ul style="list-style-type: none"> <li>• Early/estimated entry information not provided to the Examinations Manager on time; resulting in pre-release material not being received</li> <li>• Final entry information not provided to the Examinations Manager on time resulting in: <ul style="list-style-type: none"> <li>○ Candidates not being entered for examinations/assessments or being entered late</li> <li>○ Late or other penalty fees being charged by Awarding Bodies</li> </ul> </li> <li>• Internal assessment marks and candidates' work not provided to meet submission deadlines</li> </ul>	
<b>Centre Actions</b>	
<ul style="list-style-type: none"> <li>• The Examinations Manager to liaise with Head of Departments, ASLs and/or SLT to ensure all necessary deadlines are adhered to. If deadlines are not met, the Examinations Manager will liaise with the relevant Awarding Body and act upon advice received.</li> </ul>	

## 4. Invigilators – Lack of appropriately trained invigilators or invigilator absence

<b>Criteria for Implementation of the Plan:</b>	
<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>	
<b>Centre Actions</b>	
<ul style="list-style-type: none"> <li>• The Examinations Manager and Assistant Examinations Officer will undertake a review of the invigilating staff at the start of each academic year to ensure sufficient staff are recruited and trained in a timely manner.</li> <li>• On peak exam days where there are invigilator shortages Faculty TAs/Technicians will be released from their normal duties to assist with agreement from ASLs/SLT.</li> </ul>	

**5. Exam Venues – Lack of appropriate venues or main venues unavailable at short notice**

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"><li>Examinations Manager unable to identify sufficient/appropriate venues during the exams timetable planning</li><li>Insufficient venues available on peak days</li><li>Main exam venues unavailable due to an unexpected incident at exam time</li></ul>
<b>Centre Actions</b>
<ul style="list-style-type: none"><li>Examinations Manager will commence the seating of exams after the February half term to ensure sufficient time is available to identify issues and plan appropriately with SLT</li><li>Use of Large Spaces meeting held before Easter to ensure that all key school calendar activity has been taken into consideration</li><li>In the event of a venue not being available at very short notice, Centre staff will be made available to ensure the security of the examinations is not compromised whilst alternative rooming is sourced. SLT will work with the Examinations Manager at all times during such emergencies</li></ul>

**6. Failure of IT Systems**

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"><li>MIS system failure at final entry deadline</li><li>MIS system failure during exams preparation</li><li>MIS system failure at results release time</li></ul>
<b>Centre Actions</b>
<ul style="list-style-type: none"><li>Examinations Manager, in consultation with SLT, will make entries from another venue direct to the Awarding Bodies</li><li>Examinations Manager and Assistant Examinations Officer will be flexible in their working pattern to ensure exams preparation is completed</li><li>Results may also be accessed directly from the Awarding Bodies</li><li>Examinations Manager will at all times during the system failure liaise with the Awarding Bodies to minimise disruption and costs incurred</li></ul>

**7. Disruption of Teaching Time – Centre closed for an extended period**

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"><li>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</li></ul>
<b>Centre Actions</b>
<ul style="list-style-type: none"><li>SLT to manage all such incidents</li></ul>

**8. Centre unable to open as normal during the exams period**

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"><li>Centre unable to open as normal for scheduled examinations</li></ul> <p><i>*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.</i></p>
<b>Centre Actions</b>
<ul style="list-style-type: none"><li>The Examinations Manager will contact the relevant Awarding Bodies to discuss the alternative arrangements and liaise with SLT to take appropriate action</li><li>The Examinations Manager will liaise with the relevant Awarding Bodies to discuss using the exam contingency day</li><li>The Examinations Manager will use the Centre Admin Portal (CAP) for Alternative Site Arrangements</li></ul>

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

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"><li>Candidates are unable to attend the examination centre to take examinations as normal</li></ul>
<b>Centre Actions</b>
<ul style="list-style-type: none"><li>The Examinations Manager will contact the relevant Awarding Bodies to discuss alternative arrangements</li></ul>

<p>and liaise with SLT to take appropriate action</p> <ul style="list-style-type: none"> <li>• The Examinations Manager will liaise with the relevant Awarding Bodies to discuss using the exam contingency day</li> <li>• The Examinations Manager will use the Centre Admin Portal (CAP) for Alternative Site Arrangements</li> </ul>
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**10. Disruption to the transportation of completed examination scripts**

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"> <li>• Delay in normal collection arrangements for completed examination scripts</li> </ul>
<b>Centre Actions</b>
<ul style="list-style-type: none"> <li>• The Examinations Manager will contact the relevant Awarding Bodies to notify them of any such difficulties and put in place suitable alternative arrangements</li> <li>• The Examinations Manager will contact Parcel Force (Yellow Label Service) to seek alternative measures for the collection of scripts</li> </ul>

**11. Assessment evidence is not available to be marked**

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"> <li>• Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked</li> </ul>
<b>Centre Actions</b>
<ul style="list-style-type: none"> <li>• The Examinations Manager will contact the Awarding Bodies to notify them of any such incident and act upon advice given</li> </ul>

**12. Centre unable to distribute results as normal**

<b>Criteria for Implementation of the Plan:</b>
<ul style="list-style-type: none"> <li>• Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services</li> </ul>
<b>Centre Actions</b>
<ul style="list-style-type: none"> <li>• The Examinations Manager will contact the Awarding Bodies to notify them of any such incidents and act upon advice given</li> <li>• If Centre unavailable on restricted results day, Centre will use another school within the GEP to use their services to securely log onto the relevant Awarding Body websites to download candidate statements of results ready for distributing on results day</li> <li>• If Centre unavailable on results day, Centre will use another facility for the distribution of results to students</li> </ul>

**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>

**GOV.UK**

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

<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/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide – Contingency Planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

**JCQ**

*Instructions for conducting examinations*

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

Guidance on access arrangements and special consideration

