



GEORGE ABBOT SCHOOL

Policy Title:	Exams Contingency Plan	
Author:	Examinations Manager	
Date of most recent review:	October 2022	
Date of next review:	October 2023	
School Mission Statement: Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.		

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 reasonably 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):

Criteria for Implementation of the Plan: Key tasks required in the management and administration of the exam process not undertaken including:	
Planning	<ul style="list-style-type: none"> Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered Exam key dates not produced identifying essential key tasks, dates and deadlines for input into Curriculum plans Sufficient invigilators not recruited and trained
Entries	<ul style="list-style-type: none"> Awarding Bodies not being informed of estimated entries which prompts release of early pre-release material required by teaching staff Candidates not being entered with Awarding Bodies for external exams/assessments Awarding Body entry deadlines missed or other penalty fees being incurred
Pre Exams	<ul style="list-style-type: none"> 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

	<ul style="list-style-type: none"> Internal assessment marks and samples of candidates' work not submitted to Awarding Bodies/External Moderators
During Exams	<ul style="list-style-type: none"> 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 Required reports not completed, ie very late arrivals, suspected malpractice, special considerations
Results & Post Results	<ul style="list-style-type: none"> Access to exam results affecting the distribution of results to candidates Post result service not delivered
Certificate Distribution	<ul style="list-style-type: none"> Certificates not recorded, distributed or made available for collection
Centre Actions	
<ul style="list-style-type: none"> Assistant Examinations Officer to assume responsibility for the above tasks with the support of the named member of the Senior Leadership Team (SLT) that has been submitted to JCQ NCN Team Head of Centre to contact each Awarding Body on Centre headed paper to transfer secure website admin rights to the Assistant Examinations Officer in the period of absence of the Examinations Manager Should the Examinations Manager and the Assistant Examinations Officer be absent, the named member of SLT who has oversight of the exams process will assume responsibility supported by appropriate Centre Staff and External Invigilators. 	

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 not undertaken:	
Planning	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
During Exams	<ul style="list-style-type: none"> Access arrangement candidate support not arranged for exam venues
Centre Actions	
<ul style="list-style-type: none"> The Deputy SENCos, Specialist Assessors, 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. Centre to seek guidance and advice from the Awarding Bodies. 	

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"> Early/estimated entry information not provided to the Examinations Manager on time; resulting in pre-release material not being received Final entry information not provided to the Examinations Manager on time resulting in: <ul style="list-style-type: none"> Candidates not being entered for examinations/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	
<ul style="list-style-type: none"> The Examinations Manager to liaise with Heads of Faculties (HOFs), Head of Departments (HODs), 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. 	

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

Criteria for Implementation of the Plan:	
<ul style="list-style-type: none"> Failure to recruit and train sufficient invigilators to conduct exams 	

<ul style="list-style-type: none"> • Invigilator shortage on peak exam days • Invigilator absence on the day of an exam
Centre Actions
<ul style="list-style-type: none"> • 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. • On peak exam days where there are invigilator shortages Faculty TAs/Technicians will be released from their normal duties to assist with agreement from HOFs/SLT • When required use external agency staff for critical invigilator shortages.

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

Criteria for Implementation of the Plan:
<ul style="list-style-type: none"> • Examinations Manager unable to identify sufficient/appropriate venues during the exams timetable planning • Insufficient venues available on peak days • Main exam venues unavailable due to an unexpected incident at exam time
Centre Actions
<ul style="list-style-type: none"> • Examinations Manager will commence the seating of the summer exam series after the February half term to ensure sufficient time is available to identify issues and plan appropriately with SLT • Use of Large Spaces document completed and distributed to key staff to ensure there are no clashes of large spaces and external lettings required in the exam season, and large spaces booked in advance on the room booking system. 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

6. Failure of IT Systems/Cyber Attack

Criteria for Implementation of the Plan:
<ul style="list-style-type: none"> • MIS system failure at final entry deadline • MIS system failure during exams preparation • MIS system failure at results release time • MIS system failure due to Cyber attack
Centre Actions
<ul style="list-style-type: none"> • Examinations Manager, in consultation with SLT and Learning Partners IT Manager, will decide the best and most effective process to ensure entries are made to the Awarding Bodies • Examinations Manager and Assistant Examinations Officer will be flexible in their working pattern to ensure exams preparation is completed • Results may also be accessed directly from the Awarding Bodies • Examinations Manager will at all times during the system failure liaise with the Awarding Bodies to minimise disruption and costs incurred • Learning Partners IT Manager to ensure the school's ICT systems are secure and protected against viruses and malware • Learning Partners IT Manager to ensure there are blocks to potentially dangerous sites, and where possible, preventing the downloading of potentially dangerous files • School's network is protected by anti-virus software and the anti-virus solution is configured so updates will occur when an Internet connection is available • Make awarding bodies aware of a possible Centre cyber attack

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

Criteria for Implementation of the Plan:
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • SLT and Learning Partners Estates Manager to manage all such incidents • Remote learning will be put into operation; this will include utilising Teams for all lessons delivered to students

- All work to be shared for candidates on Student Learning Environment (SLE) and Satchel One
- Head of Centre/SLT to communicate to all staff via Zoom/Teams and Email with relevant instructions

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

Criteria for Implementation of the Plan:
<ul style="list-style-type: none"> • Centre unable to open as normal for scheduled examinations <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>
Centre Actions
<ul style="list-style-type: none"> • The Examinations Manager will contact the relevant Awarding Bodies to discuss the alternative arrangements and liaise with SLT and Learning Partners Estates Manager to take appropriate action • The nominated alternative site for George Abbot will be Kings College, Guildford part of the Learning Partners Trust • The Examinations Manager will liaise with the relevant Awarding Bodies to discuss using the exam contingency day. • The Examinations Manager will use the Centre Admin Portal (CAP) for Alternative Site Arrangements

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

Criteria for Implementation of the Plan:
<ul style="list-style-type: none"> • Candidates are unable to attend the examination centre to take examinations as normal
Centre Actions
<ul style="list-style-type: none"> • The Examinations Manager will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with SLT and Learning Partners Estates Manager to take appropriate action • The Examinations Manager will liaise with the relevant Awarding Bodies to discuss using the exam contingency day • The Examinations Manager will use the Centre Admin Portal (CAP) for Alternative Site Arrangements

10. Disruption to the transportation of completed examination scripts

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

11. Assessment evidence is not available to be marked

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

12. Centre unable to distribute results as normal

Criteria for Implementation of the Plan:
<ul style="list-style-type: none"> • Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services
Centre Actions
<ul style="list-style-type: none"> • The Examinations Manager will contact the Awarding Bodies to notify them of any such incidents and act upon advice given

- If Centre unavailable on restricted results day, Centre to consider another school within Learning Partners 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
- If Centre unavailable on results day, Centre to use another facility within Learning Partners for the distribution of results to students
- Centre will distribute results electronically by using the school's existing technology for publishing our progress monitoring reports and internal examination results to students/parents

13. Head of Centre and the member of the Senior Leadership with oversight of examination administration be absent

Criteria for Implementation of the Plan:
<ul style="list-style-type: none"> • Head of Centre and the member of the Senior Leadership Team who has oversight of examination administration are absent during the examination series
Centre Actions
<ul style="list-style-type: none"> • Another member of the Senior Leadership Team must be appointed and identified prior to going into any examination series, to ensure that the Examinations Manager is provided with guidance and support.

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

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