



Westborough
High School
Together We Succeed

Examinations Contingency Policy

Next review: Autumn 2023

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 Westborough High 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.

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 that “Centres should prepare plans for any disruption to examinations as part of their general emergency planning”.

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:

- Data Manager to liaise with RAL for Yr11 and SLT line manager for examinations to check which actions still need to happen and to appropriately execute these.

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:

- SEND SLT Lead to liaise with Exams Officer over SENCO absence to plug gaps and ensure all actions are appropriately executed.

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.

Centre actions:

- Line Manager/Team Leader and Exams Officer to liaise with remaining teaching staff for key information and meet Exam board deadlines.

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:

- Recruitment and training is done well in advance.
- Exams Officer to maintain a short list of external and internal invigilators.
- DSTC policy is to work to above the minimum ratio requirements where possible.
- Have some support staff adequately trained to invigilate in emergencies.

5. Exam rooms – appropriate rooms or main venues unavailable

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 expected incident at exam time.

Centre actions:

- Exams Officer to liaise with the Cover Administrator for pre-planning of exam rooms. In an emergency, public exams take precedence for any exam venue required at Headteachers request. Other students to be relocated if needed.

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:

- Exams Officer and IT Manager to liaise with Examination Boards as to appropriate action.
 - Assistant IT Manager to be fully trained on MIS system in case of IT
 - Manager's absent.

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:

- Headteacher, Governors, SLT to take the necessary action.

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

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled 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.

Centre actions:

- Exams Officer to liaise with Principal and to inform awarding bodies. Principal and Exams Officer to explore alternative local venues.

9. *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:

- DSTC staff will make every effort to support students to get to the examination within the time frame allowed. Special consideration may be applied for, where unforeseen circumstances dictate.

10. *Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination.

Centre actions:

- Scripts remain stored in exams office secure storage ready for the rescheduled parcel force collection or Exams Officer transports them to the Post Office.

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:

- Exams Officer to contact awarding bodies for advice.
- Teachers' actions to mitigate against this; e.g. locked cabinets.

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:

Exams Office to contact awarding bodies for advice.