



Examinations Contingency Plan

Reviewed January 2020

1. **AIMS**

- 1.1 To be a Catholic school where all members of the community live according to Gospel values and the principles and teachings of Mary Ward, promoting the virtues of freedom, sincerity, justice, truth and joy, to allow all members of the community to feel secure and able to work and live in an atmosphere of courtesy and respect.
- 1.2 To create a caring and stable environment, in which each person is respected as an individual with unique gifts, talents and ambitions, and is given the freedom and confidence to develop these.

2. **GUIDING PRINCIPLES**

- 2.1 The Governors and School appreciate the responsibility of running an exam centre and to this end adopt the policies suggested by JCQ.
- 2.2 The Governors and School recognise their obligations under the General Data Protection Regulations (GDPR). To this end there is an additional GDPR document specifically related to the examinations process.

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4. **PURPOSE OF THE PLAN**

- 4.1 This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Loreto College. 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.

- 4.2 Alongside internal processes, this plan is informed by the Ofqual Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other centres should do if exams or other assessments are seriously disrupted and the JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

This plan also confirms Loreto College is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2019-20*) that the centre *has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.*

4.3 Causes of potential disruption to the exam process:

4.3.1 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
 - 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
 - confidential 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:

- Head of centre to appoint a member of administrative staff to take over the responsibilities should absence of the EO have the potential to affect the meeting of deadlines.

4.3.2 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:

- Head of Centre to ensure that position is filled should absence have potential to disrupt exam preparation.
- EO to ensure that AA are in place by the Spring term of Year 10 for all students where possible.
- EO to plan AA for exam days in advance of the summer series, in consultation with SENCO.

4.3.3 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
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding bodies and therefore not being able to consider appealing internal assessment and requesting a review of the centre's marking

Centre actions:

- EO responsible for ensuring deadlines are met for estimated entries. Any Omissions to be referred to Head of Centre.
- Head of Centre responsible for ensuring the priority for teaching is the examination cohort and trained professionals, in all circumstances, will cover Staff in good time.

4.3.4 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:

- EO is responsible for the recruitment of invigilators in the autumn term of the summer series. Advance planning required ensuring enough invigilators are available for each sitting.
- Head of Centre to be inform if recruitment is necessary.
- Cover supervisors, LSA's and Admin staff are available to back up in the case of invigilator absence.

4.3.5 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 expected incident at exam time

Centre actions:

- EO is responsible for ensuring planning of rooms is completed by the end of the spring term to identify any rooming issues.
- Alternative venues within the school to made available by teaching staff in the event of an unexpected incident.
- Head of Centre to liaise with EO to ensure no disruption due to room shortages.

4.3.6 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:

- EO to contact awarding bodies directly to arrange alternative methods of information exchange.
- Head of Centre to be informed.

4.3.7 *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:

- Centre to have plan in place to facilitate alternative methods of learning.
- Open for candidates if possible.
- Priority to be given to exam cohort.
- EO to contact AB for advice regarding special consideration.
- Centre to communicate with parents and students.

4.3.8 *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:

- Centre to use St Albans Girls' School as an alternative site in agreement with the relevant awarding bodies
- Share facilities with other centres or use public building, if appropriate.

- Centre to offer candidates opportunity to sit at examinations missed at the next available series.
- Centre to apply to Awarding Organisations for special consideration for candidates where they have met the minimum requirements.

4.3.9 *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:

Centre to liaise with candidates to identify whether examinations can be sat at alternative venue in agreement with the relevant awarding bodies.

Centre to offer candidates opportunity to sit at examinations missed at the next available series.

Centre to apply to Awarding Organisations for special consideration for candidates where they have met the minimum requirements.

4.3.10 *Disruption to the transportation of completed examination scripts

*Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- Centre seek advice from awarding bodies
- Centre to ensure secure storage of completed examination papers until collections.

4.3.11 *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:

- Centre to request awarding bodies generate candidate marks for affected assessments based on other appropriate evidence of candidate achievements defined by the awarding body.

4.3.12 *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:

- EO and Head of Centre to assess the possible alternative arrangements for the issuing results with the regulators.
- Head of Centre to inform transition schools, students and parents about delay as soon as possible.

*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

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/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

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 - Contingency planning

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

JCQ

Guidance on *alternative site arrangements* <http://www.jcq.org.uk/exams-office/forms>

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>