



Clyst Vale Community College

Examinations Contingency Plan

2018-19

Date of next review; January 2020

Contents

Purpose of the plan	3
Causes of potential disruption to the exam process.....	3
1. Exam officer extended absence at key points in the exam process (cycle).....	3
2. SENCo extended absence at key points in the exam cycle	4
3. Teaching staff extended absence at key points in the exam cycle	4
4. Invigilators - lack of appropriately trained invigilators or invigilator absence.....	4
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice	5
6. Failure of IT systems	5
7. Disruption of teaching time – centre closed for an extended period.....	5
8. Centre unable to open as normal during the exams period.....	5
9. Candidates unable to take examinations because of a crisis – centre remains open.....	6
10. Disruption to the transportation of completed examination scripts	6
11. Assessment evidence is not available to be marked.....	6
12. Centre unable to distribute results as normal.....	6
Further guidance to inform and implement contingency planning	7

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 Clyst Vale Community 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.

At all times, the Examinations Officer and Senior Leadership Team 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 that “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. 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
 - 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 and College Manager (Ann Hopkins) to appoint member or members of administrative staff to take over responsibilities according to their skill-set and the nature of the responsibilities; this may include fixed-term external appointments depending on length of likely absence, but is more likely to be internal
- Close supervision by Head of Centre and the College Manager of member(s) appointed

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:

- The two HLTAs (already with some responsibility for access arrangements) will assume these responsibilities.

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:

- The Examinations Officer is responsible for ensuring deadlines are met, and any omissions will be referred to the Head of Centre.
- The Head of Centre is responsible for ensuring that any teaching staff absence will be covered in good time, by appropriate replacements.

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:

- The Examinations Officer is responsible for the recruitment of invigilators, including advance planning to ensure that enough invigilators are available.
- The Examinations Officer will be aware of school staff available for invigilation duties at short notice and for peak exam days.

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:

- The Examinations Officer will organise rooming for examinations before the Easter holidays ensuring sufficient time to identify any rooming issues.
- Alternative venues within the College will be made available in the event of an emergency or especially high demand
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced.

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:

- The Examinations Officer will contact all Awarding Bodies directly to arrange alternative methods of information exchange.
- This may involve making entries or receiving information from another venue. At all times during the system failure the Examinations Officer will liaise with the Awarding Bodies (and Head of Centre) to minimise disruption and costs incurred.

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:

- College SLT and Governing Body responsible for decisions relating to continuing teaching and learning, and for communication with parents and students. This may include using other venues or technological solutions. Priority would be given to exam cohorts.
- Examinations Officer to contact Awarding Bodies for advice regarding special consideration.

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:

- The nature of the College means that it would be extremely unlikely that the whole site could not be

used; therefore, the Centre would open for candidates only in safe areas.

- Alternatively, an alternative venue would be sought.
- Examinations Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and special consideration if appropriate.

9. Candidates unable to take examinations because of a crisis locally (Centre is open normally)

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- The Examinations Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the Head of Centre to take appropriate action.
- Depending on the nature of the crisis and number of candidates affected, with permission of the Awarding Bodies hold the exam(s) at a later time and if necessary hold other candidates for security reasons
- Examinations Officer to contact Awarding Bodies regarding special consideration

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:

- If a local difficulty, the Examinations Officer will contact the Awarding Bodies for approval of alternative delivery arrangements
- If a national or regional difficulty, Examinations Officer to seek advice from Awarding Bodies.

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:

- The Examinations Officer will contact the Awarding Bodies immediately to notify them of any such incidents and act upon advice given.
- The Examinations Officer will indicate what student assessment information is available for consideration by the Awarding Bodies or individual moderators.

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:

- If unable to access results, actions will be as for 6, above.
- If results are available, the only reasons why distribution is not possible will be a lack of photocopying or printing facilities, or no access to the Centre. In the former case, alternative printing/photocopying will be sourced; in the latter, an alternative local venue will be found.
- The Examinations Officer will contact the Awarding Bodies to notify them of any such incidents and

act upon advice given, especially with regard to post-results services including appeals.

- The Head of Centre will ensure that all universities, colleges, parents and students are informed.

*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 <http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

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>