



Exam  
contingency  
plan

2017/18

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## 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 De La Salle College. By outlining actions/procedures to be invoked 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 scenarios contained in the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*.

## 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 to nominate a 'deputy' to cover the role/task, likely to be Mr Kevin McGinty.
- Extra hours could be allocated to the 'deputy' to ensure there are sufficient hours to cover the work required.
- Training provided to Mr. Tommy Turner (Lead Invigilator) so that the day to day running of exam sessions can remain consistent.
- Keys for the Secure Storage Cupboard to be passed on to the 'Deputy' or Lead Invigilator.
- Username and passwords updated.
- Extra help could be sought by networking with staff from other local centres.
- Report long term absence to the Exam boards.

## 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 nominate a 'deputy' to cover the role/task, likely to Maria Etienne.
- If not available the Head of Centre to appoint qualified assessor to test candidates in place of SENCo.
- Approval from exam boards and exam arrangements could be passed to the Examinations Officer.
- Sara Job – Lead TA – to assist Examinations Officer and arrange student support during all exams.

## 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:

- HOF's and HOD's should take responsibility for any missing entries and missing marks in the absence of a member of teaching staff.
- Entries must be made on time to meet deadlines and avoid late fees. Amendments can be made at a later date to confirm final entries.
- Head of Centre to look at appointing a temporary member of teaching staff to cover the extended absence.
- Work with other local centres to provide additional pupil support if required.

#### 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:

- Establish at the start of the exam cycle the number of Invigilators required, the number of staff available and if any invigilators need to be recruited.
- In the case of invigilator absence;
  1. Check availability of the other invigilators not being used.
  2. Check free staff that would normally have an exam group. (not subject related)
  3. Check staff that have non-contact time. (not subject related)
  4. Use SMT to cover.

#### 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 unexpected incident at exam time*

##### Centre actions:

- A clear rooming plan identified at the start of the academic year.
- 2017-2018 Default Rooms – Gym, Peary TF2, English Office.
- If there is an emergency on the day, the Sports Hall, Peary TF3 can be made available.

#### 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:

- All exam entries should be made in advance of the deadline to avoid missing the deadline.
- Look to access CMIS through another PC / Laptop
- Make sure that the IT department are aware of the exam results days to ensure smooth running of downloads.
- Check with Dave Sharrock to ensure that there are no works on site that will affect the running of the computer systems the day before and the day of the results.

## 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:

- Where there is disruption to teaching time and students miss teaching, it remains the responsibility of the College to prepare students, as usual, for examinations.
- In the case of any modular exams, candidates may be advised to sit the examination in an alternative series.

## 8. 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 communicate with relevant awarding organisations at the outset to make them aware of the issue.
- Centre to communicate with parents, carers and candidates regarding solutions to the issue.
- Centre may offer candidates an opportunity to sit any 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.

## 9. 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 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 open for examinations and examination candidates only, if possible.
- Centre to use alternative venue in agreement with awarding body, use other nearby centres or a public building.
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

## 10. Disruption in the distribution of examination papers

### Criteria for implementation of the plan

- Candidates are unable to sit exam due to wrong paper being delivered.
- Examination papers not delivered to the centre on time.

### Centre actions:

- Centre will check all exam papers upon arrival in School and will alert the appropriate awarding bodies of any discrepancies.
- If this happens on the day of the exam, contact the exam board immediately. Awarding organisations to provide centres with electronic access to examination papers.

### **11. 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 to seek advice from awarding organisations.
- Centre to ensure secure storage of completed examination papers until collection. All exam scripts to be stored in the secure Exams office.

### **12. 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:

- Notify Awarding organisations immediately.
- Awarding organisations to generate candidate's marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations.

### **13. 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:

- Centre to notify awarding organisations.
- Centre to make arrangements to access its results at an alternative site, likely to be Beaulieu.

## 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/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### JCQ

*General regulations*

<http://www.jcq.org.uk/exams-office/general-regulations>

*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>

*A guide to the special consideration process*

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

### 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: Ensuring the service runs smoothly; Contingency planning*

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