



THE CRYPT **SCHOOL**

EXAMINATION CONTINGENCY PLAN

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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 The Crypt School 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*.

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 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:

- **Planning –**
 - List of all current syllabi is to be found in the Examinations folder under Syllabi on offer for current year.
 - Key dates to be found on exam office notice board as issued by JCQ/AQA/OCR/Edexcel.
 - Invigilators can be recruited by Lead Invigilators and trained safeguarding member of staff. Training can be given by Lead Invigilators using Invigilator Training Manual.
- **Entries –**
 - Exams line manager should designate a member of staff to telephone appropriate awarding bodies and explain the situation.
 - Entries can be made using the Progresso Exam Manual and information from HoDs. This should be done by two people to limit the errors made. This will mean that entries can be made on time and therefore eliminate late entry fees.
- **Pre-exams –**
 - Timetabling of exams should be made as soon as information is released by Awarding Bodies i.e. 11 months before an exam season. Room allocation and invigilation can be made as soon as entries are made and again should be done by two people to eliminate problems on the exam day.
 - Keys to enable all exam materials/assessment materials stored by the exams office are with the Exams Officer's line manager who should be notified immediately exam materials are delivered. Assessment materials could be left with HoDs who already store assessment material securely.
 - HoDs should have provided the Exams Office with assessment marks before the deadlines. Work to be submitted to moderators should be enveloped in the appropriate envelope (in the secure exam store) and given to reception with proof of posting sheet. Labels for moderators are the exam officer's desk.
- **Exam time –**
 - Lead invigilators and all trained invigilators are competent in running examinations as prescribed by Awarding Bodies.
 - Lead invigilators should report any late arrivals or any suspected malpractice to a member of SLT. Any necessary reports required should be compiled by the Lead invigilator and a member of SLT. Forms are on the JCQ website.
 - Special Considerations should be completed by a member of SLT using the appropriate on-line form found on each Awarding Bodies secure website.
 - Lead invigilators are trained to pack scripts and store them securely until Parcel Force collects.

- Results and Post-results -
 - Access to examination results can be made by person authorised by the Headmaster using the Progresso Exam Manual.
 - Facilitation of post-results services should be made by a member of SLT using the appropriate service found on each Awarding Bodies secure website.

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

Centre actions:

- Planning
 - Member of SLT in charge of Pupil Welfare should assume responsibility for the identification and testing of candidates.
 - Evidence of need should be collated by member of SLT in charge of Pupil Welfare and should submit completed a completed form 8 and evidence of need to exams officer.
- Pre-exams
 - Should a form 8 be submitted to the exams officer after the deadlines for access arrangements and modified papers the exams officer will immediately contact the Awarding Bodies concerned.
 - As soon as exams office is notified of a requirement for a modified paper the exams officer will contact the relevant awarding body immediately.

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:

- Information required by the exams officer is supplied by HoDs. Should teaching staff be away on extended absence then the HoD should make alternative arrangements for exam information to be supplied to them for exam purposes. Should a HoD be absent for an extended amount of time then the line manager should make arrangements for another member of that department to supply information to the exams officer.
- The above will cover the information for final entries for exams and also the submission of internal assessment marks and candidates work for moderation.

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:

- Line Manager for exams to check with exams officer at the beginning of the academic year on the possible need for recruiting new invigilators
- Training of invigilators can be given by Lead Invigilator using the invigilator training file.
- On the occasion of invigilator shortage on peak exam days arising cover supervisors can be used in the main exam room as they have been given basic training. If there is still a shortage staff who operate entrance exams should be approached to help out.
- If an invigilator rings in sick or fails to turn up there are a number of local invigilators who are prepared to come in at short notice and they should be rung. If they are unable to arrive by the start of the exam the exams officer will remain in the exams room until they arrive.

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:

- In this centre it is unlikely that sufficient/appropriate rooms will be unavailable but should this arise a meeting with the Deputy Head should take place immediately.
- As above.
- If the hall is suddenly out of action exams should be moved to rooms 24 & 25 and C1 & C2. If there is a planned non availability of the hall the office at St. Barnabas church should be contacted to request use of the church hall.

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:

- Exam entries should be sent at least 4 days before the entry deadline. Should the system fail at that time entries should be made on the awarding bodies secure website entry system which would ensure entries are made before the deadline.
- If the system fails during the exams preparation this should not cause problems as seating plans are prepared manually not through Progresso. Timetables and statements of entry are sent out to parents immediately entries are made so again this should not cause a problem.
- Failure at results release time would mean that results would be downloaded from the awarding body secure websites. There would be a problem with statistical analysis but students should still get their results on time albeit in a format they would not be used to.

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:

- School will notify parents, students, carers by Parent Pay and local radio when school is closed.
- School will put a statement on the school Intranet and Internet about the closure.
- Students will have access to school intranet to enable them to access work which can then be emailed to teachers for marking.

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:

- Examinations Officer will contact all awarding bodies involved to inform them of the situation.
- School will contact parents and students to inform them of alternative arrangements having consulted with awarding bodies.

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

Centre actions:

- School will always be open for examination candidates unless a situation means that it is unsafe for anyone to enter the building.
- In the case of the building being unsafe awarding bodies would be notified and arrangements made with the local church to hold examinations in their halls.
- School will notify parents and students informing them of the alternative arrangements.

10. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions:

- If examination papers have not been received by the Friday of the week prior to the examination period, awarding bodies will be notified by the examinations officer.
- This will allow awarding bodies time to find an alternative distributor.

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:

- The examination officer will seek advice from awarding organisations and their normal collection agency regarding collection
- Alternative arrangements must be approved by the awarding body before action is taken.
- All examination papers will remain in the secure examination store until they are collected or despatched.

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:

- Awarding bodies will be notified of the situation.
- Any evidence of marks for affected assessment will be forwarded to the awarding bodies as required.

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:

- Download results from Awarding Body secure websites and collate
- Post arrangements for collection of results on school gate & website
- Distribute results from local church hall or other suitable venue which could be accessed at short notice.

Head of centre: Mr N.C. Dyer

Exams officer: Mrs C.S.J. Evans

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The policy is next due for review in May 2017