



## Ringwood School Exam Contingency Plan

### POLICY DETAILS

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| Policy Name   | Exam Contingency Plan                                |
| Policy Category   |  |
| Policy Number & Version                                 |  |
| Replacing/Updating                                      | Exam Contingency Plan – April 2016                   |
| Author  | Exams Officer / Assistant Headteacher                |
| Statutory, regulatory and/or contractual considerations | JCQ  |
| Authorised By   | Assistant Head teacher with responsibility for exams |
| Authorisation date                                      | October 2020   |
| Implementation Date                                     | October 2020   |
| Next Review Date  | October 2023   |
| To be reviewed by                                       | Exams Officer and Assistant Headteacher              |



## **Purpose:**

The policy sets out the actions to be taken in the event of significant disruption to any part of the examinations cycle at Ringwood 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.

This plan confirms that Ringwood School is compliant with the most current JCQ regulation and 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. The Examination Contingency Plan must be available for inspection purposes.

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

The Head of Centre (Headteacher) is responsible to the awarding bodies for making sure all examinations/assessments are carried out according to the instructions, and the qualification specifications issued by the awarding bodies. For operational purposes, the Examinations Officer has delegated responsibility to act as the Head of Centre for day to day running of the examinations cycle.



## **When the plan would be triggered:**

In the event of a disruption to the centre's examination system e.g. long term absence, school closure for unforeseen reasons, adverse weather and any other event that disrupts exams.

In the absence of the Examinations Officer, the Data Team would deputise and put into place the recommended actions below, overseen by the Assistant Head with responsibility for Exams.

It is the responsibility of the Examinations Officer to ensure that members of the Data team are knowledgeable in the examinations cycle, are sufficiently trained, informed and able to cover in the Examination Officer's absence. This includes communication between all stakeholders at the centre (teachers, support staff, subject and senior leaders), candidates, parents and the public.

Where necessary, communication to parents and students would be done using Arbor, email, and / or the school website and Learning Zone.

## **Key documents**

The latest versions of all relevant JCQ documents are saved electronically in [\\ringwood\school\useful\Exams\JCQ Documentation](#), [\\ringwood\school\admin\ExamAdmin](#) and can be found hard copy in the office.

Because secure access is required for each exam board, members of the logistics team are registered and have access to the main exam boards

The latest timetables, master forms and letters are saved in the shared document area of [\\ringwood\school\admin\ExamAdmin](#)

A series of checklists can be found in [\\ringwood\school\admin\ExamAdmin\Check lists](#)

**Possible scenarios and responses****For all scenarios the exams officer would liaise closely with the relevant Awarding Body****1. Examinations officer absence – long or short term absence**

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|---------------------|--|
| Possible impact     | Exam cycle is disrupted  |
| Recommended Actions | Calendar of tasks with deadlines is placed in shared network area and accessible by the exams and logistics team<br>Ensure that logistics team is sufficiently informed to continue with exam cycle: in year training of members of the data team in ensure results can be accessed and downloaded.<br>Software to allow results to be downloaded is installed on PC of another member of the data team.<br>Data team to be trained and practised in downloading results on Results Days<br>Liaise with other local centres if necessary for expertise |
| Success criteria    | Successful completion of exam cycle with no effect on students' access to exams  |

**2. Head of Centre or the member of LT with responsibility for examinations is absent**

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| Possible Impact     | Results Days are disrupted; exam cycle is disrupted, including entries and the carrying out of examinations  |
| Recommended actions | Ensure that exams team / data team / teaching colleagues are sufficiently informed to continue to roll out exams cycle / results days without interruption; if AH with responsibility is absent, HT deputises; if HT is absent, AH deputises; if both are absent, acting DH (LWO) deputises) |
| Success Criteria    | Successful completion of exams cycle / results days with no effect on students' access to exams or results.  |

**3. SENCo extended absence at key points in the exam cycle**

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|---------------------|---|
| Possible impact     | Candidates not tested/assessed to identify possible access arrangement requirements<br>Evidence of need not collated<br>Failure to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010 |
| Recommended Actions | SENCo deputy or HLTA with responsibility for EAA and / or SEN support administrator to liaise with Exam Officer   |
| Success criteria    | All students provided with correct access arrangements/support  |

**4. Teaching Staff extended absence at key points in the exam cycle**



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| Possible impact     | Late entries, incomplete non examination assessment tasks, internal assessment marks and candidates' work not provided to meet awarding body deadlines |
| Recommended Actions | Line Manager and Exam Officer to liaise with existing staff;   |
| Success criteria    | Candidates given full support, Awarding Body deadlines are met   |

## 5. Invigilators – lack of appropriately trained invigilators or invigilator absence

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| Possible impact     | Failure to recruit and train sufficient invigilators to conduct exams, invigilator shortage on peak days, invigilator absence on day of exam   |
| Recommended Actions | Line Manager and Exam Officer to liaise with support staff;<br>Members of LT and 6 key members of support staff to undergo training as invigilators so they can step in if necessary |
| Success criteria    | Little or no disruption to candidates  |

## 6. Exam Rooms – lack of appropriate rooms or main venues unavailable at short notice

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| Possible impact     | Main exam venues unavailable due to an unexpected incident at exam time                |
| Recommended Actions | Head of centre to arrange emergency contingency timetable to make classrooms available |
| Success criteria    | Little or no disruption to candidates  |

## 7. Failure of IT systems

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| Possible impact     | MIS system failure: at final entry deadline, during exam preparation, results release time |
| Recommended Actions | Network manager to be available. Liaise with exam boards                                   |
| Success criteria    | Little or no disruption to candidates  |

## 8. Emergency evacuation of the exam room (or centre lock down)

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| Possible impact     | Whole centre evacuation (or lock down) due to serious incident resulting in delay to exam start or during exam  |
| Recommended Actions | Exam officer to liaise with Head of Centre, awarding bodies informed and advice taken re alternative venues and options for candidates– see <i>Emergency evacuation Policy 2019</i> |
| Success criteria    | Awarding bodies apply special consideration for candidates affected   |

## 9. Disruption of teaching time - centre closed for an extended period

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| Possible impact | Centre closed or candidates are unable to attend for an extended period during normal teaching time, interrupting the provision of normal teaching and learning |
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| Recommended Actions | Headteacher, Governors, SLT to take necessary action |
| Success criteria    | Candidates given opportunity at alternative site     |

## 10. Candidates unable to sit examinations due to crisis – centre remains open

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| Possible impact     | Candidates are unable to attend the examination centre to take examinations as normal  |
| Recommended Actions | Exam Officer to liaise with Head of Centre and to inform awarding bodies, other local venues to be used.<br>Awarding bodies informed |
| Success criteria    | Candidates able to sit examinations at alternative venue   |

## 10. Centre unable to open as normal during the exams period

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| Possible impact     | Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to unforeseen emergency) meaning exams may be delayed or disrupted |
| Recommended Actions | Exam Officer to liaise with Head of Centre and to inform awarding bodies and take their advice   |
| Success criteria    | Candidates able to sit examinations at alternative venue   |

## 11. Severe weather

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| Possible impact     | Staff and students unable to access centre on exam days  |
| Recommended Actions | Consult awarding bodies and make aware of issue; liaise with candidates and parents to identify whether examination can be sat. Consider accessing exam at alternative venue |
| Success criteria    | Completion of exam or opportunity to sit at next exam series   |

## 12. Assessment - candidate evidence is not available to be marked due to fire and/or damage

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| Possible impact     | Large scale damage and or destruction of assessments/scripts before it can be marked   |
| Recommended Actions | Exam Officer to liaise with Headteacher and awarding bodies as to appropriate action, liaise with candidates and parents.<br>Awarding bodies generate marks from other appropriate evidence of candidate achievement |
| Success criteria    | Centre marks are generated from existing assessment materials and award can take place   |

## 13. Centre unable to distribute results as normal



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| Possible impact     | Centre is unable to access or manage the distribution of results, or facilitate post-result services   |
| Recommended Actions | Exam Officer to liaise with Headteacher and awarding bodies as to appropriate action, arrange to access results at alternative site<br>Candidates and parents to be kept informed via normal school communication channels |
| Success criteria    | Centre marks are generated from existing assessment materials and award can take place   |

## 14. Contingency Day Wednesday 28<sup>th</sup> June

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| Possible impact     | Students choose not be available for the reschedule exams for reasons other than those traditionally covered by special consideration |
| Recommended Actions | To publicise the date of Contingency Day to students, parents and carers  |
| Success Criteria    | Candidates sit exams at re-scheduled time slot  |

## 15. A cyber attack on the school ICT systems means data regarding examination entries, candidates or results is compromised

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| Possible impact     | Sensitive data is shared illegally  |
| Recommended Actions | To liaise with the school's data ... Judicium as to next steps and any mitigating actions which the school can take. With advice from Judicium, communicate data breach with all relevant parties, together with any relevant information victims should take to reduce potential damage / to mitigate the breach |
| Success Criteria    | For any breach to be contained and limited as quickly as possible;<br><br>For all affected parties to be informed so that mitigating action can be taken as quickly as possible   |

## 16. The school's internet access or use of ICT internal / external systems is compromised or unavailable over the period leading up to and during results being issued by exam boards, due to accidental damage or other system failure.



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| Possible impact     | Results may not be able to be downloaded to school;<br><br>Results may not be able to published easily / emailed to students   |
| Recommended Actions | For ICT network manager to work with data and exams team to help resolve the problem;<br><br>For ICT network manager to work with all appropriate external providers to identify and resolve the problem<br><br>For the school to investigate whether an alternative venue can be used and appropriate hardware moved across to an alternative venue if issue is with school's network<br><br>For the school to liaise with the exam board to help resolve the problem<br><br>For the school to liaise with any HE and FE providers to help students to progress to next steps |
| Success Criteria    | All students received results on the correct date and could progress without interruption to their next steps  |

#### Further Guidance

<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>

#### *General regulations for approved centres*

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

#### *Guidance on alternative site arrangements*

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

#### *Guidance on transferred candidate arrangements*

<https://www.jcq.org.uk/exams-office/entries>

#### *Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

#### *A guide to the special consideration process*





# Ringwood School



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