

**TITLE: EXAMS CONTINGENCY POLICY**

**MODEL POLICY STATEMENT**

This is **not** a Local Authority model policy

Local changes have been made to the model policy by the College **N/A**

The model policy used is **N/A**

<b>Policy Owner:</b>	<b>Assistant Principal</b>	<b>Review period:</b>	<b>Annual</b>
<b>Last Review:</b>	<b>November 2018</b>	<b>Approving Committee:</b>	<b>School Improvement</b>
<b>Next Review:</b>	<b>Autumn term 2019</b>	<b>Latest FGB adoption:</b>	<b>12.12.2018</b>

**IMPACT OF THIS POLICY**

To ensure that any unforeseen disruption to the taking of exams is minimised, and that no student is disadvantaged through failure to ensure that the exams process can continue to the satisfaction of awarding bodies.

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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 Tavistock 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.

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 insufficient invigilators recruited and/or 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, room 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

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#### **Centre actions:**

- Head of centre to appoint member of administrative staff to take over responsibilities should absence of EO have a potential to affect the meeting of deadlines.
- Staff member to work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time.

## **2. SENDCo extended absence at key points in the exam cycle Associate and/or assistant SENDCo to be available, but NOT TO COMPLETE AA ASSESSMENTS**

#### **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 responsible for ensuring position is filled should absence have the potential to disrupt exam preparation.
- \_\_\_\_\_ EO to ensure access arrangements are in place by the Spring term of Year 10 for all students where possible.
- EO to plan access arrangements for exam days in advance of the Summer series, in consultation with SENDCo.

## **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:**

- EO, in collaboration with HOFs, responsible for ensuring deadlines are met for estimated entries.
- Any omissions to be referred to SLT Line Manager and/or Head of Centre.
- Head of Centre responsible for ensuring the priority for teaching is the examination cohort and staff will be covered in good time, by trained professionals, in all circumstances.

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**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 the exam

**Centre actions:**

- EO responsible for recruitment of invigilators in the Autumn term of the summer series.
- Advance planning required to ensure enough are available for the sittings.
- SLT Line Manager and/or Head of centre to be informed if recruitment is necessary.
- The Exams Office (TEO) provision of invigilation training online

**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:**

- EO responsible for ensuring planning or rooms is completed by the end of Spring term to identify potential rooming issues.
- Alternative venues within the college to be made available by teaching staff in the event of an unexpected incident.
- SLT Line Manager and/or Head of centre to liaise with EO to ensure no disruptions due

to room shortages.

## 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 the awarding bodies directly to inform them of the IT issue, either use the individual exam board secure websites or arrange other alternative methods of information exchange.
- SLT Line Manager and/or Head of Centre to be informed.

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## 7. \*Emergency evacuation of the exams room

### Criteria for implementation of the plan

- Whole Centre evacuation (or lock down) during exam time due to serious incident, resulting in exam candidates being able to start, proceed with or complete their exams

### Centre Actions

- Contact Exam Boards as appropriate
- Transportation provided where necessary for candidates to sit examination at another registered Exam Centre within the Dartmoor Multi Academy Trust (DMAT)
- Utilise JCQ contingency day as advised by exam boards

## 8. \*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:

- Head of Centre responsible for finding alternative venues/methods of learning.
- Priority given to exam cohort.
- Centre to communicate with students and parents.

## 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 bodies must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for**

**conduction examinations that may be available and the options for candidates who have not been able to take scheduled examinations.**

**Centre actions:**

- \_\_\_ Open for exam candidates if at all possible.
- \_\_\_ Use alternative venue(s), in agreement with awarding bodies.
- \_\_\_ Offer students the opportunity to sit exams in next series.

**10. \*Candidates unable to take examinations because of a crisis - centre remains open**

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**\*Criteria for implementation of the plan**

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

**Centre actions:**

- Procedures for absence outlined to students in examinations booklet information given each year.
- EO to liaise with student and parents to find alternative venue/advise on next opportunity to sit the examination and apply for special consideration where necessary if required.

**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:**

- EO to communicate with awarding bodies for approval of alternative delivery arrangements

**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:**

- EO to communicate with awarding bodies immediately.
- Student marks to be submitted based on appropriate evidence.
- Candidates offered the opportunity to retake in subsequent series where available.

**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-result services

**Centre actions:**

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

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

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