

# St Bernard's Catholic High School

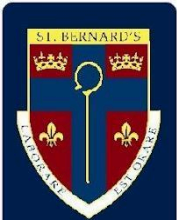
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## Exams Contingency Policy

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<b>Policy Name</b>	<b>Exams Contingency Policy</b>
<b>Policy Group</b>	<b>Curriculum</b>
<b>Policy Produced By</b>	<b>L Hamilton</b>
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<b>Linked or Related Policies</b>	<b>NEA Policy / Internal Appeals Policy</b>
<b>Named Persons in this policy</b>	<b>A Wood, L Hamilton, R Peacock, J Whittam</b>

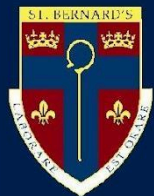




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## Purpose of the Policy/Plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at St Bernard's Catholic High 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:**

- R Peacock (Office Manager) to cover a role/task with support from J Whittam and L Hamilton

**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:**

- J Whittam to work with two HLTA to ensure roles/tasks are covered.

**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:**

- J Whittam to work with remaining department staff to ensure deadlines are met.

**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:**

- SLT to invigilate/ use of agency staff.

**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:**

- Use of the Sports Barn can be implemented at late notice if required, J Cunningham to set up if required in the same manner as the school hall.
- Other possible locations include the school library and venues at the 6th form centre next door.
- K1 and K2 are both prepared as additional exam venues in case of emergency.
- K7 will be used if N14 is unavailable for any reason.

**6. Failure of IT systems or Cyber Attack**

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

- MIS system failure or cyber attack at final entry deadline
- MIS system failure or cyber attack during exams preparation
- MIS system failure or cyber attack at results release time

**Centre actions:**

- Arbor is a cloud based MIS so in the event of a cyber attack it will still be possible to access the MIS via computers which are unaffected by the attack.
- Computers unaffected by the attack can also be used to access all online awarding body platforms.
- Entries will be made two weeks in advance of the deadline to account for any possible issues.
- Exam seating plans can be downloaded to the network and pre-printed prior to examinations.
- Digital clocks are available to use should the digital screens be out of use.
- MIS failure at results release time will be managed by informing candidates of a delay to the release of examination results.
- Passwords are managed in accordance with our policy and two factor authentication is in place where appropriate.

**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:**

- Centre to communicate with parents, carers and students about the disruption to teaching time and provide appropriate work via Google classroom.
- Communicate to parents that this is not grounds for special consideration.





## 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:**

Scenario A if multiple candidates are unable to attend:

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
6. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.
7. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
8. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
9. Ensure that scripts are stored under secure conditions.
10. Return scripts to awarding organisations in line with their instructions.

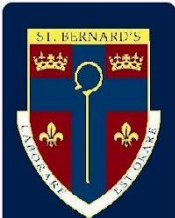
Scenario B if a single candidate is unable to attend:

1. Contact the relevant awarding organisation to apply for special consideration for this candidate.
2. In Summer 2024 the candidate must have sat a minimum of 15% of the exam series in order to be awarded a grade.
3. Evidence required for the submission of special consideration will be collected by the relevant pastoral leader and passed to A Wood.

Scenario C if the exam room has to be evacuated:

1. Stop the candidates from writing.
2. Collect the attendance register (**in order to ensure all candidates are present**).
3. Evacuate the examination room in line with the instructions given by the appropriate authority.
4. Advise candidates to leave all question papers and scripts in the examination room.
5. Candidates should leave the room in silence.
6. Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Candidates will be supervised on the school field spaced apart by 1m minimum distance. In the case of bad weather they will be supervised in the school canteen.





7. Make a note of the time of the interruption and how long it lasted.
8. Allow the candidates the full working time set for the examination.
9. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
10. Make a full report of the incident and of the action taken, and send it to the relevant awarding body.

#### **11. 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:**

- Centre to inform awarding organisations of examinations to be affected and follow their guidance.
- Source alternative provision at the 6th form next door.

#### **12. 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:**

- The centre to communicate with awarding organisations to organise alternative delivery of papers. [JCQ scenario 3]

#### **13. 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 centre to communicate with awarding organisations to organise alternative delivery of papers.

#### **14. Assessment evidence is not available to be marked**

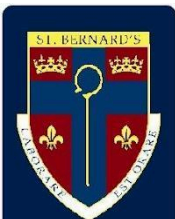
##### ***Criteria for implementation of the plan***

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

##### **Centre actions:**

- Immediate communication to be made with relevant awarding body
- Students, parents and carers to be informed by letter.





## 15. 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
- Centres to contact awarding organisations about alternative options. [JCP scenario 11]

### **Centre actions:**

- Centres to contact awarding bodies and discuss alternative means of distribution.

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.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan/>

### **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>

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>

