

THE TELFORD PRIORY SCHOOL



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Policy Review Cycle	Annually
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EXAMINATION CONTINGENCY POLICY

The Telford Priory School Examination Contingency Policy

The Examination Contingency Policy

- Purpose of the Examination Contingency Policy
- Data, Exam and Reports Officer extended absence at key points in the exam process (cycle)
- Special Educational Needs Coordinator (SENCO) extended absence at key points in the exam cycle
- Subject Lead extended absence at key points in the exam cycle
- Invigilators - lack of appropriately trained invigilators or invigilator absence
- Exam rooms - lack of appropriate rooms or main venues unavailable at short notice
- Failure of IT systems
- Emergency evacuation of the exam room (or centre lockdown)
- Disruption of teaching time – centre closed for an extended period
- Candidates unable to take examinations because of a crisis – centre remains open
- Centre unable to open as normal during the exams period
- Disruption in the distribution of examination papers
- Disruption to the transportation of completed examination scripts
- Assessment evidence is not available to be marked
- Centre unable to distribute results as normal
- Further guidance to inform procedures and implement contingency planning

Purpose of the Examination Contingency Plan

This plan examines potential risks and issues that could cause disruption to the exams process at The Telford Priory 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 process, this plan is informed by the Joint Contingency plan for the examination system in England, Wales and Northern Ireland which provides guidance to schools and colleges to ensure a consistent and effective response in the event of major disruption to the exam system affecting a significant number of candidates across several awarding bodies.

The plan also confirms that The Telford Priory School is compliant with the JCQ publication “*General Regulations for Approved Centres 2019-2020, section 5.3*” by having in place a written examination contingency plan which covers all aspects of examination administration, thus allowing members of the senior leadership team to act immediately in the event of an emergency or staff absence.

(The examination contingency plan should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency).

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Data, Exam and Reports 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 / non-examination assessments;
- Awarding body entry deadlines missed or late or other penalty fees incurred;
- Candidates not entered for vocational qualifications at the start of the course

Pre-exams

- Exam timetabling, rooming allocation; and invigilation schedules not prepared;
- Candidates not briefed on exam timetables and awarding body information for candidates;
- Confidential exam / non examination 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;
- Invigilators not trained or updated on changes to the JCQ document *Instructions for Conducting Examinations*;
- School website and calendar not up to date with exam dates

Exam time

- Exams / non-examination assessments not taken under the conditions prescribed by awarding bodies;
- Required reports / requests not submitted to awarding bodies during exam / non examination assessment periods, for example very late arrival, suspected malpractice, special consideration;
- Candidates' scripts not dispatched as required for marking to the 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 to mitigate the impact of the disruption

- In the event of the Data, Exam and Reports Officer extended absence, the Deputy Head to appoint an acting Data, Exam and Reports Officer as soon as possible, ensuring the key tasks as listed above are understood;
- IT Manager to provide assistance in tasks which involve awarding body software, website access and A2C;
- Awarding bodies to be kept informed of developments;
- The Data, Exam and Reports Officer to ensure essential information is available to the Assistant Head of Assessment, Recording and Reporting;
- The Data, Exam and Reports Officer and the Assistant Head of Assessment, Recording and Reporting to ensure the exam policies and procedures are up to date at all times;

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- Invigilation training for new invigilators is carried out immediately
- Support is requested from other schools within the trust and the Telford & Wrekin MIS team.

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;
- Centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010;
- 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;
- Centre-delegated arrangements not put in place;
- 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 to mitigate the impact of the disruption

- Deputy Headteacher to appoint an experienced member of the SEN team as acting SENCO as soon as possible;
- Testing, assessments and submitting Access Arrangements applications for approval continue to be carried out by qualified members of the SEN team; Applications for Access Arrangements to be submitted for approval;
- Members of the SEN team keep fully up to date with the JCQ Regulations *Adjustments for Candidates with Disabilities and Learning Difficulties Access Arrangements and Reasonable Adjustments*;
- Support is requested from other schools within the trust and outside professional help is considered, to assist with testing

Subject Lead / Head of Department 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 Data, Exam and Reports Officer on time; resulting in pre-release information not being received;

Final entry information not provided to the Data, Exam and Reports Officer on time, resulting in candidates not being entered for exams / non-examination assessments or being entered late resulting in late or other penalty fees being charged by awarding bodies;

Non-examination assessments tasks not set / not taken by candidates as scheduled;

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Candidates not being informed of centre-assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking;

Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines.

Centre actions to mitigate the impact of the disruption

- The Deputy Headteacher to appoint an acting Subject Lead as soon as possible;
- The Data, Exam and Reports Officer to liaise with the acting Subject Lead to ensure that all the above key tasks are carried out on time

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 to mitigate the impact of the disruption

- Regular recruitment of new exam invigilators takes place throughout the year;
- Teaching assistants and academic coaches are trained and used as invigilators;
- Invigilation is planned well in advance with reserve staff allocated if possible;
- A pool of experienced staff are trained as lead invigilators – ensuring absence of lead invigilators can be covered

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

The Data, Exam and Reports 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 to mitigate the impact of the disruption

- Pre-planning is essential. Examination rooms are allocated well in advance of the examinations window by the Assistant Head of Assessment Recording and Reporting and the Data, Exam and Reports Officer;
- If one of the two large exam venues (hall / studio), becomes unavailable at short notice the feasibility of classrooms is considered and in exceptional circumstances alternative site arrangements are sought;
- The Senior Leadership Team and lead invigilators will assist the Data, Exam and Reports Officer in maintaining the security of exam papers should a venue be changed at very short notice;
- The Data, Exam and Reports Officer will ensure that any late-notice rooms comply with regulations as set out in the JCQ *Instructions for Conducting Examinations* booklet

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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 to mitigate the impact of the disruption

- Entries are made well in advance of the entry deadline to reduce the risk of late entries due to system failure;
- Entries are processed through the awarding body websites;
- The Data, Exam and Reports Officer informs the awarding body of the ongoing situation and asks for guidance if necessary;
- The Data, Exam and Reports Officer is in school the day before results are released to check for system updates / issues;
- Failure at results release time – the Assistant Head of Assessment, Recording and Reporting to liaise with the IT Manager and the Data, Exams and Reports Officer to enable a swift resolution to any issues. The Data, Exams and Reports Officer to contact awarding bodies as quickly as possible to identify an alternative route for receiving results
- Results are obtained through the awarding body websites;
- IT technicians are available on results day for technical support

Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan

Whole centre evacuation during exam time due to serious incident resulting in exam candidates being unable to return to exam rooms to start, proceed with or complete their exams.

Centre actions to mitigate the impact of the disruption

- Lead invigilators, invigilators, Assistant Head of Assessment, Recording and Reporting and the Data, Exam and Reports Officer ensure the emergency evacuation plan is followed and the integrity of the exam is maintained;
- Candidates are evacuated separately to avoid contact with other students and are reminded that they remain under exam conditions
- A practice emergency evacuation during an exam is conducted every year
- The Data, Exam and Reports Officer informs the awarding body and applies for Special Consideration

Lockdown

- Please see the separate Lockdown Policy, available on the school website.

Disruption of teaching time – centre closed for an extended period

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Criteria for implementation of the plan

Centre closed or candidates are unable to attend for an extended period during normal teaching, interrupting the provision of normal teaching and learning.

Centre actions to mitigate the impact of the disruption

- The centre to communicate with parents, carers, students and staff about the potential for disruption to teaching time and plans to address this;
- The Assistant Head of Assessment, Recording and Reporting to prioritise teaching venues for students in exam years if possible;
- The Data, Exam and Reports Officer to inform awarding bodies of developments;
- Consider use of alternative venues

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 to mitigate the impact of the disruption

- The centre to communicate with relevant awarding bodies at the outset to make them aware of the issue;
- The centre to communicate with parents, carers and candidates regarding solutions to the issue;
- Consider use of alternative venues

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 (including centre being unavailable for examinations owing to an unforeseen emergency).

Centre actions to mitigate the impact of the disruption

- The centre will always remain open for examination candidates unless a situation means that it is unsafe for them to enter the building;
- The Data, Exam and Reports Officer in this instance, to inform each awarding body which examinations are affected as soon as possible;
- Consider use of alternative venues;
- Centre to communicate with candidates, parents, carers and staff regarding alternative arrangements

Disruption in the distribution of examination papers

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- The Data, Exam and Reporting Officer to communicate with the awarding body and Parcelforce to organise alternative delivery of papers;
- The Data, Exam and Reporting Officer to inform the Assistant Head of Assessment, Recording and Reporting and the site team of the new arrangements

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 to mitigate the impact of the disruption

- The Data, Exam and Reports Officer to contact Parcelforce to find out the reason for the delay;
- The Data, Exam and Reports Officer to communicate with relevant awarding bodies as soon as possible to advise of reason for the delay
- Scripts to be stored securely according to JCQ regulations until transport is confirmed
- The Data, Exam and Reports Officer to take the scripts to the nearest Parcelforce collection point (Royal Mail main Post Office) if the delay continues

Assessment evidence is not available to be marked

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- The Data, Exam and Reports Officer to communicate this immediately to the relevant awarding bodies
- The Head of Centre to notify students, parents and carers of the awarding bodies advice and guidance

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 to mitigate the impact of the disruption

- The Data, Exam and Reports Officer will contact the awarding bodies regarding alternative arrangements to access results; (e.g. download results from awarding body secure websites);

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- The centre will communicate details of alternative arrangements to distribute results (e.g. alternative site) to student's parents and carers. Information will also be posted on the school website and communicated to all staff;
- The centre will communicate alternative arrangements for post-results services to students, parents and carers. Information will also be posted on the school website and communicated to all staff

Further guidance to inform procedures and implement contingency planning can be obtained from Ofqual

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

General Regulations for Approved Centres

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

Guidance on Alternative Site arrangements and Transferred Candidate arrangements

Accessed through secure login to the Centre Admin Portal (CAP) or through the JCQ training site

<http://jqc.training.jcq.org.uk/CAP/Home/Training>

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

Emergency planning and response: Severe weather; Exam disruption

<https://www.gov.uk/guidance/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>

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>

Statutory guidance on school closures

<https://www.gov.uk/government/publications/school-organisation-maintained-schools>

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Head of Centre

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Assistant Head Assessments Recording and Reporting

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Date

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