

Exam Contingency Plan

2021/22

This plan is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Ormiston Rivers Academy. 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 the **Ofqual Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted* and the **JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland**.

- This plan also confirms Ormiston Rivers Academy is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2020-21* 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 should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency.

Possible causes of 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
- sufficient invigilators not recruited

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

- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- confidential 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, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

- Centre to employ deputy to Exams Officer to be trained in all areas of exams management
- Exams Officer to recruit and train invigilators on an on-going basis throughout the year
- Awareness of the Exams Office Manual.

2. ALS Lead/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 (facilitators) 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

- ALS Lead/SENCo begins assessing students for potential access arrangements at the beginning of year 10.
- ALS Lead/SENCo/SENCo Assistant collates relevant information
- Educational Psychologist employed in ALS/SENCo's absence
- Exams Officer to gain approval for access arrangements based on ALS Lead/SENCo/Ed. Psych Form 8 reports
- Exams Officer to check with ALS Lead/SENCo/SENCo Assistant well before deadline regarding potential modified paper requirements.
- Staff providing support to access arrangement candidates are provided and trained by Exams Officer
- Exams Officer makes all arrangements for access arrangement candidates.

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
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- 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

- Exams Officer submits early/estimated entry information to AB's based on subject/class lists and knowledge of syllabus
- Exams Officer to request final entry information well in advance of entry deadline to allow time for any possible delays
- Each subject has more than 1 teacher ensuring that Exams Officer can obtain information as required. This also ensures that internal assessment marks and candidates' work are available as required by the Exams Officer

4. SLT (Exams) extended absence at key points in the exams cycle

Criteria for implementation of the plan

- Assistant Principal with responsibility for exams absent during examination season.

Centre actions to mitigate the impact of the disruption

- Exams officer to report to the Principal
- In the absence of the Principal, Exams officer will report to Vice Principal
- Assistant Principals to provide SLT support to Exams if Principal or Vice are absent

5. 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

- Centre recruits and trains invigilators on an on-going basis
- Invigilator planning is carried out over a 2 month period prior to the exam season
- Centre support staff are trained to invigilator as cover/absence at short notice

6. 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 to mitigate the impact of the disruption

- Exam room planning takes place over 2 months prior to the exams period allowing time for any rooming issues to be resolved
- Exams Officer will advise SLT well in advance of any issue with rooming exams allowing alternative venue's to be allocated to exams
- School has more than 2 large exam venue able to hold all candidates. If main venue and alternative are unavailable, candidates to be split between alternative rooms and additional invigilators employed

7. 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

- Centre to submit all exam entries 1 week prior to deadline to allow time to deal with any potential issues
- Exam preparation is carried out over a 2 month period prior to exam season. MIS failure to be dealt with by in-house ICT Technicians, ensuring that any system failure would not affect ability to conduct exams
- Statements of result can be obtained directly from AB's and prepared for students on 'download' day ensuring that students receive results on the designated day
- If necessary, downloading of results statements to be carried out on alternative IT system/site
- Results statistics preparation would be carried out on the re-instatement of the MIS system

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

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- Centre to advise all AB's of the issue immediately
- Centre to attempt to find an alternative venue for students to take examinations (local hall) (alternative site arrangement application)
- Centre to advise parents/carers of alternative arrangements by text/email
- Centre to keep website updated
- Centre to apply for special consideration for affected students

9. Disruption of teaching time in the weeks before an exam – 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

Centre actions to mitigate the impact of the disruption

- Centre to advise parents/carers and students regarding the potential disruption to teaching time and plans to address situation by text/email
- Centre to consider using alternative site (local hall)
- Centre to keep website updated
- Centre to apply for special consideration where appropriate

10. 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

- Centre to advise AB's of the issue immediately
- Centre to advise parents/carers and students of alternative arrangements by text/email and keep website updated
- Centre to find alternative venue for students to take examinations (local hall) (alternative site arrangement application)
- Centre to apply for special consideration for all affected students

11. Centre unable to open as normal during the examination period (including centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

Centre actions to mitigate the impact of the disruption

- Centre to advise AB's immediately
- Centre to find alternative venue for examinations (local hall) (alternative site arrangement application)
- Centre to advise parents/carers and students of alternative arrangements by text/email
- Centre to keep website updated
- Centre to apply for special consideration as appropriate

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 to mitigate the impact of the disruption

- Centre to liaise with all AB's to organise alternative delivery of papers
- AB's to provide centre with electronic access to exam papers via secure external network.
- Centre to ensure copies are made and stored under secure conditions
- AB's to provide guidance on the conduct of exams under these circumstances
- AB's to consider re-scheduling exam to alternative date/time as a last resort

13. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts/assessment evidence

Centre actions to mitigate the impact of the disruption

- Centre to liaise with AB on acceptable alternative script despatch method
- Centre to ensure secure storage of completed exam papers until collection

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
- Completed examination scripts/assessment evidence does not reach awarding organisations

Centre actions to mitigate the impact of the disruption

- Head of centre to inform AB's immediately
- AB's to generate marks for affected assessments based on other appropriate evidence of candidate achievement
- Where marks cannot be generated, candidates may need to retake affected assessments in subsequent series

15. Centre unable to distribute results as normal or facilitate post results services

(Including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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

- Centre to contact AB's regarding alternative options
- Centre to access results from alternative site (agreement from AB's required)
- Students results statements to be downloaded directly from AB's
- Centre to coordinate post results services/requests from alternative site
- Centre to advise students, parents/carers of alternative site arrangements by text/email
- Centre to keep website updated