# Exams Contingency Plan
## - Risk Assessment

### Including Severe Disruption/Evacuation Policy (Appendix 2)

## 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 CE 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 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 cycle

Criteria for implementation of the plan - key tasks required in the management and administration of the exam cycle are not undertaken, these may include:

**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 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.

- 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:

- SLT to appoint a suitable Deputy Examinations Officer as rapidly as possible, who will follow procedures and practices within the Examinations Officer remit;

- Exams Officer to ensure essential information is available to SLT;

- Exams Officer to ensure exam cycle, policies and procedures are up to date at all times.

## 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:

- SLT to appoint a suitable Deputy SENCO as rapidly as possible, who will follow;

- procedures and practices within the SENCO remit;

- Exams Officer to ensure essential information is available to SLT;

- Exams Officer to ensure exam cycle, policies and procedures are up to date at all times.

### 3.     Heads 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 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:**

- SLT to ensure departmental continuity by requesting an alternative member of

  the takes responsibility for the actions above.

### 4.     Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan:

- failure to train sufficient invigilators to conduct exams;

- invigilator shortage on peak exam days;

- invigilator absence on the day of an exam.

**CENTRE ACTIONS:**

- Examinations Officer to liaise with SLT on invigilators required.

- Examinations Officer to ensure that capacity is never exceeded on any one day.

- SLT/Examinations Officer to review training procedures regularly and put in place additional training as required.

- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1).

- Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2).

- Examinations Officer to ensure a Incident Log is in place (Appendix 3).

### 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:**

- Pre-planning at all stages is essential.

- SLT and Examinations Officer to continually review all stages of the process.

- Alternative centres to be first option as alternative venue for emergency accommodation.

- Emergency Evacuation plan should be in place (Appendix 2)

### 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:**

- SLT/ Examinations Officer to contact in-house IT department or SIMS helpdesk.
- Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.

### 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:**

- The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- Alternative venues to be prioritised for students with imminent exams.
- Examinations Officer to advise the Examination Boards as appropriate.

### 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:**

- The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.
- Centre to liaise with Exam Boards to sit exams at a different venue in extremis.
- Apply for Special Consideration for those affected to the appropriate Exam Boards.

### 9. 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.
- Arrange with Exam Boards for alternative means of receiving papers either electronically or alternative courier.
- Examinations Officer to ensure papers are kept securely until needed.

## 10.	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 relevant Exam Boards at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant Exam Boards.
- Scripts must be stored securely until such time transport is confirmed.

## 11.	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:**

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.

## 12.	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:**

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.

## 13.	School closed due to National Advice re pandemic

Criteria for implementation of the plan:

- young people unable to attend campus due to National response to pandemic.

**CENTRE ACTIONS:**

- To take advice from Government and Examination Boards.

## Appendix 1a:  Exams Day Contingency Plan – Forest Gate Campus

**KEY:  BK – Bobbie Kelly, SM – Sally Mallott, AD – Adrian Davy, SENCO – Steve O'Hara, SC – Shirley Carson**

| ITEM | LOCATION | RESPONSIBILITY |
|---|---|---|
| Access to secure storage for exam papers and exam stationery | • Exams safe:  located in Oaklands secure cupboard | • AD<br>• SC hold spare keys<br>• AD if BK absent |
| Seating plans | • Copies kept with mark sheets/ registers in purple exams file | • AD to distribute to invigilators on day of exam<br>• SM if AD absent |
| Exam labels/setting out of exam rooms/notices etc | • Stationary kept in exam boxes Replacement labels available on SIMS<br>• Replacement notices on www.jcq.org.uk | • AD to set up in advance of exam<br>• SM if AD absent |
| Invigilators | • AD to allocate in advance of exam<br>• Seating plan/room details to be given to invigilators prior to exam | • AD<br>• SM if AD absent |
| Attendance register | • Official registers in purple exams file | • AD<br>• SM if AD absent |
| Access arrangements (including Cover Sheets) | • Candidates noted on seating plans in advance of exam | • AD<br>• Access arrangement details available from SENCO on request |
| Script envelopes/examiner address labels | • Kept in exam boxes | • AD<br>• SM if AD absent |
| Collection of scripts | • Invigilators | • Invigilators |
| Collation of scripts | | • AD<br>• SM if AD absent |
| Completion of proof of posting form/posting scripts | | • AD<br>• SM if AD absent |
| Awarding Bodies telephone nos: | WJEC:    02920 265 000<br>AQA:      0800 197 7162<br>OCR:      01223 553 998<br>CIE:        01223 553 554 | |

## Appendix 1b: Exams Day Contingency Plan – Cromwell Campus

**KEY:  JT – James Thomas, LS – Lorna Strange, LB - Lou Bridger, SENCO – Steve O'Hara**

| ITEM | LOCATION | RESPONSIBILITY |
|---|---|---|
| JT Access to secure storage for exam papers and exam stationery | • Exams safe: located in secure store | • KT<br>• JP hold spare keys<br>• LB if JT absent |
| Seating plans | • Copies kept with mark sheets/ registers in purple exams file | • JT to distribute to invigilators on day of exam<br>• LB if JT absent |
| Exam labels/setting out of exam rooms/notices etc | • Stationery kept in exam boxes Replacement labels available on SIMS<br>• Replacement notices on www.jcq.org.uk | • LS  to set up in advance of exam<br>• LB if JT absent |
| Invigilators | • JT to allocate in advance of exam<br>• Seating plan/room details to be given to invigilators prior to exam | • JT<br>• LB if LB absent |
| Attendance register | • Official registers in purple exams file | • JT<br>• LB if  JT absent |
| Access arrangements (including Cover Sheets) | • Candidates noted on seating plans in advance of exam | • JT<br>• Access arrangement details available from SENCO on request |
| Script envelopes/examiner address labels | • Kept in exam boxes | • JT<br>• LB if JT absent |
| Collection of scripts | • Invigilators | • Invigilators |
| Collation of scripts | | • JT<br>• LB if JT absent |
| Completion of proof of posting form/posting scripts | | • AD<br>• JT if AD absent |
| Awarding Bodies telephone nos: | WJEC:    02920 265 000<br>AQA:      0800 197 7162<br>OCR:      01223 553 998<br>CIE:        01223 553 554 | |

## Appendix 2: Policy for Severe Disruption/Evacuation during External Examinations

### POSSIBLE CAUSES:

- Unreasonable noise disruption
- Fire/Bomb/Flood Alert during an Examination

### 1.      Unreasonable noise disruption

In the event of a severe disruption in an externally set examination, invigilators are advised to stop the examination, tell the candidates to close their answer books, make a note of the time and summon help (Exams Officer/SLT/Fire Officer/Main Office) to sort out the problem.

*Exam room conditions must be maintained*

When the disruption has been resolved the candidates can resume their examination and the time taken to resolve the issue added on at the end of the examinations. The candidates must be supervised at all times and thus the break in the examination can be regarded as 'a supervised rest break'.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. The Exams Officer to make Examining Bodies aware of the disruption if necessary.

### 2.      Fire/Bomb/Flood Alert during an Examination

In the event of a fire alarm or bomb alert sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.

The invigilator should summon assistance, if there is time and it is appropriate, via the Exams officer who will confirm if immediate evacuation is necessary and the School Office who will notify Fire officer/ SLT. A decision will be made as to whether a full evacuation is necessary.  If the emergency is over quickly, the candidates should resume the examination.  A careful note of the time of resumption must be noted and the full time allocated for the examination given to complete the examination, ignoring the interruption. An incident log (Appendix 3) must be completed with the times of the disruptions noted and a special consideration form will be filled in so as not to disadvantage the candidates.

### Procedure for Emergency Evacuation from an Examination

If it is necessary to evacuate the building, the lead invigilator should then stop the examination taking a note of the time and evacuate the building by row and in silence. The candidates must leave all examination papers, scripts and writing equipment behind, and in accordance with the school emergency evacuation procedures. The candidates should remain supervised and in silence throughout the emergency. Several other members of staff will be needed to help police this.

In the event of an emergency requiring candidates to evacuate buildings during an examination the following areas should be used:

**In the Car Park to the front of centre**

or

**Playground to the rear of the centre**

At all times invigilators must act in accordance with section 16 of the 'Instructions for conducting examination' booklet. They should also summon assistance immediately an emergency arises. Silence should be maintained during the time the candidates are outside the examination room.

Section 16 of 'Instructions for conducting examination' booklet states:

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.

- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.

- Advise candidates to leave all question papers and scripts in the examination room.

- Candidates should leave the room in silence.

- 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.

- Make a note of the time of the interruption and how long it lasted.

- Allow the candidates the full working time set for the examination.

- 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.

- Make a full report of the incident and the action taken (Appendix 3), and send to the relevant awarding body.

## Appendix 3: Exam Room Incident Log

This incident log is for the exams officer or invigilator(s) to use to record any irregularities that may happen in the exam room at the point of occurrence.

> ➢ *All irregularities must be recorded*

> ➢ *An exam room incident log should be used to record any irregularities [JCQ ICE 13]*

| Exam Date/Session: | Exam Room: | Exam(s): |
|---|---|---|
| **AM/PM** | | |

| | |
|---|---|
| • In order to avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened. | |
| • An additional member of centre staff must check the time, date and any other paper details before a packet is opened. [JCQ ICE 1, 11] | |
| • Prior to opening the above exam paper packets provided by the exams officer, I confirm that I have checked against the timetable that the date, session and paper details are correct. | |
| **Signature of member of centre staff to confirm the above statement:** | |

| Time | Incident description |
|---|---|
| | |
| | **Recorded by:** |

After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to awarding bodies. The incident log will be affixed to the seating plan, copy of the attendance register(s), and exam room checklist for this exam room session.

**This policy needs to be read in conjunction with the following CE Academy policies:**

- Examinations and Appeals
- Lockdown
- Equal Opportunities
- Accessibility Plan

**Ofqual**

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/jointcontingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northernireland

**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**

- Teaching time lost due to severe weather conditions

**https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lostdue-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/dispatch-of-exam-scriptsguide**