



DROYLSDEN
Academy

Examination Contingency Policy 2022/2023

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 Droylsden Academy. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our examination 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 information contained in the Joint Contingency plan for the examination system in England, Wales and Northern Ireland.

This plan also confirms Droylsden Academy's compliance with JCQ's General Regulations for Approved Centres (section 5.3) 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.

Causes of potential disruption to the examination process:

1. Examinations Officer extended absence in key points in examination process (cycle)

Criteria for implementation of the plan:

Key tasks required in the management and administration of the examination cycle NOT undertaken including:

Planning

- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual examinations 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 examinations/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-examinations

- **invigilators not trained or updated on changes to instructions for conducting exams**
- candidates not briefed on exam timetables and awarding body information for candidates
- exam timetabling, rooming allocation and invigilation schedules not prepared
- confidential 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

Examination time

- examinations/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during examination/assessment periods eg. 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 nominate a “deputy” to cover the role/task
- Extra hours should be allocated to the deputy to ensure there are sufficient hours to cover the work required
- Extra help could be sought by networking with staff from other local centres
- Refer to www.theexamsoffice.org for detailed instructions on all exam procedures (valuable source of information). Deputy provided with log in details
- “Deputy” to be given access to secure storage procedures, including keys for doors, usernames and passwords for the staff network and exams websites
- Long term absence should be reported to Exam Boards so they are aware of the situation

2. ASL Lead/SENCO extended absence at key point in examination cycle

Criteria for implementation of the plan.

Key tasks required in the management and administration of the access arrangements process within the examination 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-examinations

- 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

Examination Time

- Access Arrangement candidate support not arranged for exam rooms.

Centre Actions:

- SLT to nominate a “deputy” to cover the role/task.
- SLT to appoint qualified assessor to test candidates in place of ASL Lead/SENCO
- Approval from Exam Boards and exam arrangements could be passed to the Exams Office – with sufficient warning and planning time.
- Lead HLTA to arrange student support during all exams.

3. Teaching Staff extended absence at key points in examination cycle

Criteria for implementation of the plan:

Key tasks NOT undertaken including:

- Early/estimated entry information not provided to the Examinations Officer on time resulting in pre-release information not being received
- Final entry information not provided to the examinations officer on time resulting in candidates not being entered for examinations/assessments or being entered late resulting in late or other penalty fees being charged by awarding bodies
- NEA 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 submission deadlines.

CENTRE ACTIONS:

- HoF/HoD take responsibility for any missing entries, coursework marks and any assessment marks in the absence of a member of teaching staff
- Entries must be made on time to meet deadlines and avoid late fees. Amendments can be made at a later date to confirm final entries

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 examinations
- Invigilator shortage on peak exam days
- Invigilator absence of day of an examination

CENTRE ACTIONS:

- Check cover to see if any cover supervisors available
- Check if any teachers are free
- Check whether possible to amalgamate two access arrangement rooms to free up invigilator
- As a last resort, call upon SLT to invigilate.

5. Exams Rooms – lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan:

- Examinations Officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exams venue unavailable due to an unexpected incident at exam time

CENTRE ACTIONS:

- A clear rooms plan for exams should be determined at the beginning of the academic year – sports hall, D35, D48, D54, D55, D56
- Room changes must be made early enough in advance to ensure sufficient rooms are made available for candidates
- If there is an emergency on the day, free rooms schedule to be consulted and room changes made.

- If whole cohort in exam at same time, their freed-up classrooms can be used for exams.
- If no possibility of any free rooms, refer to SLT for advice.

6. Cyber -Attack

Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery

Centre actions to mitigate the impact of the disruption listed above

The centre will:

- ICT manager to be informed immediately if they are not already aware
- Actions to stop the cyber-attack to be put in place straight away
- Anti-Virus and security software to be evaluated
- report to the exam boards and seek advice

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:

- All exam entries should be made well in advance of the deadline to avoid this issue in the first instance. If the entries are left to the last minute and there is an IT failure, ring the relevant exam board to explain – they may give an extension but insist on having something in writing.
- Try to access SIMS through another computer ie. from home.
- Check that the IT Dept are aware of the exam results days to ensure smooth running of downloads.

7A Emergency Evacuation of the exam room (or centre lock down)

CENTRE ACTIONS:

- Liaise with JCQ
- Contact Exam Boards for advice

8. Disruption of teaching time – centre closed for extended period

Criteria for implementation of the plan:

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

CENTRE ACTIONS:

- Where there is disruption to teaching time and students missing teaching and learning, it remains the responsibility of the centre to prepare students, as usual, for examinations.
- Centre should have plans in place to facilitate alternative methods of learning.

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 body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

CENTRE ACTIONS:

- Centre to open for examinations and examination candidates only if possible
- Centre to use alternative venues in agreement with relevant awarding organisations (eg. share facilities with other centres or use other public buildings if possible)
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

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:

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations
- Centre to offer candidates an opportunity to sit any examinations missed at the next available series
- Centre to apply to awarding organisations for special consideration for candidates where they have the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will NOT apply.

11. Disruption in the distribution of examination

Criteria for implementation of the plan:

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

CENTRE ACTIONS:

- **Awarding organisation to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action.**

Awarding organisations would provide guidance on the conduct of examinations in such circumstances.

- **As a last resort and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date.**

12. Disruption to the transportation of completed examination scripts

Criteria for the implementation of the plan

Delay in normal collection arrangements for completed scripts/assessment evidence

CENTRE ACTIONS:

- **Where examinations are part of the national “yellow label” service or where awarding organisations arrange collections, centres should seek advice from awarding organisations and should not make their own arrangements for transportation unless told to do so by the awarding organisation**
- **For any examinations where centres make their own arrangements for transportation, centres should investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for Conducting Examinations**
- **Centre must ensure secure storage of completed examination papers until collection. All exam scripts must be stored in the secure Exams Office. If this is not accessible, then in the locked cupboard in student services (keys held by EO and Receptionist).**

13. 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:

- **Notify the awarding bodies immediately**
- **Awarding Organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by Awarding Organisations**
- **Candidates to retake affected assessment at subsequent assessment window.**

14. Centre unable to distribute results as normal including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

Criteria for implementation of the plan

CENTRE ACTIONS:

- **Centre to notify Awarding Bodies**
- **Centre to make arrangements to access its results at an alternative site (possible to access from home)**
- **Centre to make arrangements to co-ordinate access to post results services from an alternative site**
- **Centre to share facilities with other centres (if this is possible).**

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 <http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf>

GOV.UK

Emergencies and severe weather: Schools and early years setting <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-lost-due-to-severe-weather-conditions>

Dispatch of exam scripts guide – Contingency Planning
<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

JCQ

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>

Guidance on access arrangements and special consideration <http://www.jdq.org.uk/exams-office/access-arrangements-and-special-consideration>