



Rivers Education Support Centre

Exam Contingency Plan

Reviewed April 21, 2023

Contents:

Statement of intent

1. Legal framework
2. Responsibilities of the school
3. Absence of examination officer
4. Centre unable to open
5. Disruption of teaching time
6. Distribution of examination papers
7. Candidate unable to take examination
8. Invigilators
9. Examination room
10. IT systems
11. Transportation of completed scripts
12. Assessment evidence unavailable
13. Disruption in the marking schedule
14. The results schedule
15. Distributing results
16. Monitoring and review

Statement of intent

This Examination Contingency Plan is in place to ensure a consistent and effective response in the event of major disruption to the examination system at Rivers Education Support centre.

The school will implement this plan if serious interference to the examination system is experienced, affecting significant numbers of candidates across several awarding bodies, such as widespread illness, travel disruption, bad weather or power failures.

In the occurrence of such an event, any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for instance the police.

The priority when implementing this plan will be to maintain the following three principles:

- Deliver assessments to published timetables
- Deliver results to published timetables
- Comply with regulatory requirements in relation to assessment, marking and standards

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

1. Legal framework

- 1.1. This policy has due regard to legislation in accordance with examination awarding bodies and the Joint Council for Qualifications (JCQ).
- 1.2. All staff will ensure that they adhere to and implement the requirements of any equality legislation.

2. Responsibilities of the school

Examinations Team : NT – Deputy Head, MW- Examinations Co-ordinator, LP Examinations Officer, CB- SENCo/ Access Arrangements Assessor, JR- Access Arrangements Assessor, (JGB- ICT Management only)

- 2.1. It is the responsibility of the school to communicate with pupils and parent, ensuring that they are made aware of any issues that arise.
- 2.2. The school is responsible for preparing all pupils for examinations.
- 2.3. The school will ensure that examinations and assessments are conducted under the conditions prescribed by awarding bodies.
- 2.4. The school is responsible for liaising with awarding bodies in the event of an issue concerning examinations arising.
- 2.5. The school will offer a post results service and ensure that pupils are given the details of this service.
- 2.6. It is the responsibility of the school to explore the opportunities for alternative arrangements if the centre cannot open for examinations, and the school will agree such arrangements with the relevant awarding bodies prior to the event.
- 2.7. It is the responsibility of **AS Head of Centre** to appoint an appropriate **Examinations Officer** within the school, whose role it is to organise and manage all examinations.
- 2.8. The school will ensure that the **Examinations Officer** undertakes annual data collection exercises in order to collate information on qualifications.
- 2.9. **NT Deputy Head and Examinations Team** will create an exam plan for the school, which identifies essential key tasks, dates and deadlines.
- 2.10. It is the school's responsibility to ensure that assessment materials and candidates' work are stored under secure conditions.
- 2.11. The **Examinations Officer** is responsible for ensuring that the school's internal assessment marks and samples of candidates' work is submitted to awarding bodies, as well as external moderators.

- 2.12. The **SENCO and Access Arrangements Assessor** is responsible for approving access arrangements and collating evidence to support the need for special requirements.

3. Absence of examination officer

- 3.1. In the absence of the examination officer during peak examination periods, the necessary tasks will be undertaken by **NT Deputy Head**
- 3.2. **NT Deputy Head** will appoint **J Robertson AAA** to cover a role or task.
- 3.3. Where cover for the role of examination officer is unavailable, another Examinations Officer from another school may be approached to provide assistance.
- 3.4. The school will endeavour to brief all candidates on exam timetables and the relevant awarding body's information.
- 3.5. In the event that the examination officer experiences an extended absence at key points in the examination cycle, annual data collection exercises to collate information on qualifications will be undertaken by **NT Deputy Head**
- 3.6. All assessment related procedures and tasks undertaken in the absence of the examination officer will be documented, in order to ensure that all information held by the examination officer is kept up-to-date.

4. Centre unable to open

- 4.1. In the event that the school is unable to open as normal for scheduled examinations, **LP Examinations Officer** will inform each awarding body which examinations are due to be taken as soon as possible.
- 4.2. After deferring to guidance from the government, **AS Head of Centre** is ultimately responsible for deciding whether it is safe for the school to open.
- 4.3. When considering whether the school will open as normal, the Headteacher will take advice, or follow instructions, from relevant local and national agencies.
- 4.4. In the event that the school is unable to open, where possible, the school will open for examinations and examination candidates only.
- 4.5. The school will use the Key Stage 3 centre, approved by JCQ, should Key stage 4 centre be unable to open.
- 4.6. In the event of partial or whole exam disruption, the school will apply to awarding bodies for special consideration for candidates who were affected by the disruption.
- 4.7. In the event of widespread partial or whole exam disruption, the school will follow guidance from the government and Ofqual to ensure the best outcome for candidates who were affected by the disruption.

- 4.8. Where possible, the school will offer candidates an opportunity to sit any examinations missed at the next available series.

5. Disruption of teaching time

- 5.1. Where there is disruption to teaching time, or pupils do not receive the provision of normal teaching and learning, it is the school's responsibility to ensure that pupils are prepared for the examinations as usual.
- 5.2. During the extended absence of teaching staff at key points in the exam cycle, the **NT Deputy Head** will provide **LP Examinations Officer** with details of estimated and final entries for exams.
- 5.3. In the absence of the necessary teaching staff, **NT Deputy Head** will provide **LP Examinations Officer** with estimated grades and coursework marks, as well as ensuring that coursework samples are transmitted to moderators.
- 5.4. The school will communicate with parents and pupils about the potential for disruption to teaching time and the school's plans to address this problem.
- 5.5. The teaching provision for pupils who will be facing crucial examinations (GCSEs) shortly will be priority.
- 5.6. Where appropriate, the school will advise pupils to sit examinations in the next available series.
- 5.7. During major disruption, the school will strive to continue teaching all pupils, either through an alternative method of learning or at a different venue.

6. Distribution of examination papers

- 6.1. If, due to exceptional or unforeseen circumstances, examination papers are not issued for the academic year, the school will keep pupils and parents informed about alternative methods of grading.
- 6.2. If there is disruption to the distribution of exam papers to test centres in advance of examinations, it is **LP Examination Officer's** responsibility to communicate with awarding bodies to organise alternative delivery of exam papers.
- 6.3. The school will always source a reliable courier for the delivery of examination papers, as well as organise an alternative service for the delivery of hard copies.
- 6.4. Where possible, the relevant awarding body will provide the school with electronic access to examination papers via a secure external network.
 - Examination papers will be faxed to the school if electronic transfer is not possible.
 - It is the responsibility of **LP Examinations officer** to ensure that copies are received, collated and stored under secure conditions.

- 6.5. The school will strive to ensure that pupils are able to proceed with taking examinations without having to reschedule examinations.

7. Candidate unable to take examination

- 7.1. When a pupil is unable to attend the school in order to complete an examination as normal, it is the responsibility of the school to communicate with the relevant awarding body to make them aware of the issue.
- 7.2. The school will effectively and efficiently communicate with parents and pupils regarding solutions to the problem.
- 7.3. The school will utilise the school's own transport facilities in order to transport candidates who would otherwise be unable to attend the examination.
- 7.4. It is the **Examination Team's** responsibility to liaise with pupils involved to identify whether the examination can be sat at KS4 , in agreement with the relevant awarding bodies.
- 7.5. The pupils involved will be given the opportunity to sit any examinations missed at the next available series.
- 7.6. Where appropriate, the examination officer will apply to awarding bodies for special consideration for pupils.
- Pupils are only eligible for special consideration if they have been fully prepared, and have covered the whole course, but their performance during the examination is affected by adverse circumstances beyond their control.
 - If a pupil chooses not to sit an examination for other reasons, they should be aware that special consideration rules will not apply.
- 7.7. Latecomers will be permitted to take their examination, provided that they are within the awarding body's regulations.

8. Invigilators

- 8.1. The school will ensure that all invigilators (Internal staff are always used for invigilation) are appropriately trained and suitable for the job.
- 8.2. It is the **Examination officer's** responsibility to maintain a panel of suitable invigilators which can be called upon in the event of a shortfall, this includes Outreach workers and Key stage 3 staff.
- 8.3. Provisional timetables and estimated entry information will be used to determine the number of invigilators required.
- 8.4. Where there is a shortage of invigilators, **LP Examinations Officer** and **SLT** team will cover any absences.

- 8.5. It is the responsibility of **LP Exams Officer and SENCo** to ensure that recruitment and training of invigilators is completed well in advance of examination dates.
- 8.6. A review of available invigilators will be conducted prior to the examination period, in which invigilators' availability for the next exam series will be confirmed, allowing time for any amendments or training.

9. Examination room

- 9.1. **LP Examinations officer** will ensure that there are a sufficient number of rooms available during peak exam periods.
- 9.2. It is the responsibility of **LP Examinations officer** to ensure that all rooms utilised for examinations are appropriate, such as lack of noise, large enough to allow for a desk per pupil and IT facilities where necessary.
- 9.3. Rooms will be suitably allocated and timetabled well in advance.
- 9.4. If, for any reason, an examination room becomes unsuitable for use, alternative rooms will be utilised for examination purposes.
- 9.5. The **Examinations officer and SENCo** will ensure that appropriate rooms are arranged in advance for pupils sitting examinations who have special requirements and adjustments.
- 9.6. Where necessary, pupils will be moved from normal classrooms to allow candidates to sit examinations in accordance with the timetable.

10. IT systems

- 10.1. In the event that IT systems fail during peak examination periods, the relevant awarding bodies will be informed immediately.
- 10.2. If systems fail at the final entry deadline, the relevant awarding bodies will be informed and an extension to the deadline will be requested.
- 10.3. The school will ensure that during the exam cycle there will be an ICT team on standby in order to repair systems in the event of failure or damage.
- 10.4. Where a failure of IT systems results in serious disruption of the examination, special consideration can be applied for.
- 10.5. In the event of IT systems failing during the distribution of candidate results, the school will advise of alternative sites where results can be obtained.

11. Transportation of completed scripts

- 11.1. If there is a delay in the normal collection and transportation arrangements for completed examination scripts, the school will seek advice from the relevant awarding bodies and collection agencies.

- 11.2. The school will not make arrangements for the transportation of completed examination papers without the prior approval of the relevant awarding bodies.
- 11.3. The school will ensure that completed examination papers are stored securely, with limited personnel access, until collection.
- 11.4. In the event of disruption of the transportation of completed exam scripts, it is the responsibility of **LP Examinations Officer** to communicate continuously with the relevant awarding bodies throughout the incident, until the issue is appropriately resolved.
- 11.5. The school will always aim for scripts to be collected and delivered to awarding bodies without delay.

12. Assessment evidence unavailable

- 12.1. The following procedure should be followed in the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it has been marked.
- 12.2. It is the responsibility of the **LP Exams Officer** to immediately inform the relevant awarding bodies of the issue.
- 12.3. The **NT Deputy Head and LP Exams Officer** will discuss the possible courses of action with the pupil(s) involved and their parent(s).
- 12.4. Where possible, the awarding body will generate candidate marks for the affected assessments based on other appropriate evidence of the candidate's achievement, such as other coursework.
- 12.5. Whether evidence is classed as 'appropriate' is defined by the awarding body in consultation with the regulators.
- 12.6. Where appropriate, the candidate will be given the opportunity to retake the assessment that has been affected at a subsequent assessment window.
- 12.7. The school will seek further advice from the relevant awarding body involved in the incident.

13. Disruption in the marking schedule

- 13.1. If the examination board markers are unable to mark examination scripts, resulting in a risk to the delivery of results by scheduled dates, the awarding bodies will re-allocate scripts to available markers.
- 13.2. It is the awarding body's responsibility to recruit, train or re-standardise qualified new markers in order to meet the scheduled result dates.

14. The results schedule

- 14.1. The school will always act with the aim of issuing results to pupils on the scheduled dates and will continuously communicate with awarding bodies to ensure the dates are met.
- 14.2. If awarding bodies face delays in meeting the planned schedule for issuing results, they will establish priorities for processing results in line with UCAS and Central Applications Office deadlines.
- 14.3. In the case of a disruption to the issuing of results, the awarding body will liaise with relevant organisations regarding individual pupil's progression to further and higher education.
- 14.4. The school will ensure that they keep continuous communication with awarding bodies and are kept up-to-date regarding the progress of the marking system, in order to limit the potential damage of result deadlines not being met.

15. Distributing results

- 15.1. The school is committed to ensuring that candidates receive their examination results in a timely manner.
- 15.2. The school will make arrangements to access results at alternative premises in the event that the school is unable to access or manage the distribution of results to candidates.
- 15.3. Where possible, the school will provide pupils access to receiving results online.

16. Monitoring and review

- 16.1. This policy will be reviewed every **year** by the **NT Deputy Head** and **LP Examinations Officer**
- 16.2. Throughout the year, this policy will be monitored, with any information gathered through the implementation of the policy being used to further develop and progress the contingency plan.

