



# **Exam Contingency Plan Policy**

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## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at the centre. 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*.

*“It is the responsibility of the head of centre to ensure that his/her centre... has 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.”*

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

[JCQ [General regulations for approved centres](#)

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## Causes of potential disruption to the exam process

### 1. Exam officer (EO) 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/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*

#### *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

- In the extended absence of the EO the Academic Administration Officer will undertake all aspects of the EO role.

## **2. SENDCo 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
- 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

- In the extended absence of the SENDCo the Specialist Assessor will step in and lead on SEN matters relating to exams with assistance from the Academic Administration Officer.

## **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 assessments tasks not set/not taken by candidates as scheduled*

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

### Centre actions

- In the extended absence of teaching staff, the Vice Principal will, in collaboration with Director of Studies (DoS) and HR fill the role using current staff or outside agencies. DoS will take the lead in any key exam requirements

#### 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 exams*

*Invigilator shortage on peak exam days*

*Invigilator absence on the day of an exam*

##### Centre actions

- EO will train up any inexperienced invigilators
- EO will utilise staff to assist if there are insufficient invigilators available

#### 5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice – including for COVID-19 related incidents

##### 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

- In the event of having insufficient rooms available, EO will liaise with Academic Administration Officer (AAO) to locate and utilise teaching rooms
- If the exam venue is unavailable, we will use other buildings and rooms in the college.

#### 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

- If the MIS had a system failure at final entry deadline, the EO would contact the awarding bodies to explain the situation and then use the secure websites of the awarding bodies to make the entries
- If the MIS had a system failure during exams preparation, the EO would utilise the awarding body secure websites to get the information required
- If the MIS had a system failure at results release time, the EO would utilise the awarding body secure websites to get the information required and then use scanning equipment and email to distribute the results to candidates

#### 7. Emergency evacuation of the exam room

##### 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 in the event of an emergency evacuation

- Invigilator stops candidates from writing. The EO will indicate (if it is not already obvious) whether the room should be evacuated. If it is obvious that there is an emergency, the invigilator should evacuate immediately
- If the room is to be evacuated, the invigilator will collect the attendance register(s) to ensure that all candidates are present
- Evacuate the exam room in line with the college evacuation procedure
- Advise candidates to leave all question papers and scripts in the exam room (if there is time or there are a small cohort of candidates invigilator to collect question papers and scripts to allow a finish to the exam in an alternative location
- Candidates should leave the room in silence
- Invigilators and centre staff 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 exam
- Make a note of the time of the interruption and how long it lasted
- Contact the relevant awarding body to report the incident and seek advice
- students to be kept until awarding body agrees that they can leave and potentially use the contingency day to complete the exam

**8. 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 closed interrupting the of normal teaching and learning

Centre actions

- See college *Crisis Management Policy – T Drive – Policies and Handbooks*
- EO will inform the awarding bodies and follow JCQ regulations to report what has happened and how it has affected the candidate(s)

**9. 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

- EO to see if special considerations can be used

**10. 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

- Use other OxSFC buildings if possible
- Contact the JCQ to inform them and complete any relevant documentation

### **11. 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

- EO to contact relevant awarding bodies to request alternative delivery of papers

### **12. 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

- Retain exam papers in the Exams Office safe until a replacement delivery time is arranged
- EO to contact the awarding bodies to request advice as to what they would prefer the centre to do if the delay is longer than a day

### **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

- Head of Centre to get advice from awarding bodies
- Assistant Principal (Academic Administration) to communicate to students and parents
- EO to complete internal report into what occurred and complete and send off the relevant JCQ document to awarding body

### **14. 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

- EO to look at using alternative location to download results information from awarding body secure sites
- Under instruction from Head of Centre, Marketing to update college website with message for candidates and parents advising what is happening and how it will be resolved

## Further guidance to inform and implement contingency planning

### 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: yellow label service*

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>

### 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/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### JCQ

*General regulations for approved centres* <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>

#### Contingency planning

The qualifications regulators, awarding bodies and government departments responsible for education have prepared and agreed a Joint contingency plan for the examinations system in case of wide scale disruption as a result of a flu pandemic, adverse weather conditions or other event.

The joint contingency plan is designed to ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

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.

The Joint contingency plan for the examination system in England, Wales and Northern Ireland may be downloaded from the Ofqual website:

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