

SIR THOMAS FREMANTLE SCHOOL

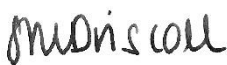

---



# Exam Contingency Procedure

<b>NAMED PERSON</b>	Chloe Jones
<b>ATTACHED COMMITTEE</b>	N/A

<b>LAST REVIEW DATE</b>	Sept 22
<b>REVIEW CYCLE</b>	1 Year
<b>NEXT REVIEW DATE</b>	Sept 23

<b>Mrs S Driscoll – Chair of Governors</b>	<b>Mr F Murphy – Head Teacher</b>
Signed: 	Signed: 
<b>Date: 10.05.23</b>	<b>Date: 10.05.23</b>

## Examination Contingency Procedure

Role	Name(s)
Head of centre	<b>Francis Murphy</b>
Exams officer line manager (Senior Leader)	<b>Emma Windsor</b>
Exams officer	<b>Chloe Jones</b>
SENDCo	<b>Fiona Ell</b>
SLT member(s)	<b>Kayleigh Shaw, Matt Pike</b>

### Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process. This plan outlines procedures to be invoked in case of disruption. The intention is to mitigate the impact these disruptions have on our exam process.

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". Alongside 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 that Sir Thomas Fremantle School complies with JCQ general regulations (section 5, General Regulations for Approved Centres 2019-2020) 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 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 potential disruption to the examination process**

### **1. Extended absence of Examinations Officer at key points in the examination process (cycle):**

- Designate Deputy Examinations Officer (LW – previous EO)
- Produce STFS Examinations Officer Handbook - updated annually.
- Originals of all policies, handbooks, etc. kept on file
- Links with Examinations Officers in other local schools – available for help & advice where needed.
- Centre maintains membership of The Exams Office as a source of help, support and advice for Examination Officers and administrative staff.

### **2. Extended absence of SENDCo at key points in the examination cycle:**

- Awareness of access arrangements, evidence requirements, etc. shared between SENCo, designated Access Arrangements Co-Ordinator and Examinations Officer.
- Deputy Examinations Officer given overview of above.
- Evidence securely stored in agreed location.
- Teaching staff made aware of need to gather evidence and correct method of doing so.

### **3. Extended absence of teaching staff at key points in the examination cycle:**

- All teaching staff to be made aware of the timetable for examination-related information-gathering
- Entry-making timetable to allow for sufficient checking time whilst still meeting deadlines.
- Directors of Studies to assume responsibility for missing entries.
- EO to seek the assistance of SLT in instances where the required information is not provided in a timely fashion.

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

- EO to commence invigilator recruitment process at the beginning of the Spring term.
- EO to recruit and train sufficient numbers of invigilators
- All prospective invigilators to provide details of their availability
- Contact details of invigilators to be stored securely on EO's laptop.

**5. Examination rooms - lack of appropriate rooms or main venues unavailable at short notice:**

- EO to plan examinations timetable far enough in advance to enable alternative arrangements, if necessary.
- EO to compile 'bank' of alternative sites for use in an emergency.
- EO to liaise with JCQ/awarding bodies in such an instance.

**6. Failure of IT systems:**

- EO to liaise with awarding bodies with a view to agreeing a resolution.
- EO to liaise with technical support (10-100) and Bromcom with a view to achieving a speedy resolution.
- Where it is identified that a cyber attack may compromise any aspect of the delivery of examinations. Exams Officer will work with IT and make contact with the relevant Awarding Body to seek further guidance. Senior Leaders will monitor the situation and take any action required as directed by the Awarding Bodies.

**7. Disruption of teaching time in the weeks before an exam – centre closed for an extended period**

- Centre to communicate with parents/carers and students about the potential for disruption and discuss plans for how to address this.
- Examinations Officer to apprise awarding organisations of situation.
- SLT to facilitate alternative methods of learning, e.g. virtual teaching, Teams.

**8. Candidates unable to take examinations because of a crisis – centre remains open:**

- Centre to liaise with candidates to identify whether examinations can be sat at an alternative venue.
- EO to liaise with relevant awarding organisations to obtain agreement for use of alternative venue, as described above.
- EO to apply for special consideration for the affected students, where appropriate.
- Centre to offer candidates the opportunity of sitting their examinations during the next available series, where appropriate.

**9. Centre unable to open as normal during the examination period:**

- EO to plan examinations timetable far enough in advance to enable alternative arrangements, if necessary.

- EO to liaise with JCQ/awarding bodies.
- Centre to open for examinations only, if feasible.
- Centre to apply for special consideration, where minimum requirements are met

**10. Disruption to the distribution of examination papers:**

- EO to liaise with awarding organisations to organise alternative delivery of examination papers and/or secure download.

**11. Disruption to the transportation of completed examination scripts:**

- EO to contact the courier (Parcel Force) to arrange an ad hoc collection.
- Completed scripts to be held in centre's secure storage whilst awaiting collection.
- EO to contact the relevant awarding organisation if delay is longer than anticipated.

**12. Assessment evidence is not available to be marked:**

- EO to notify awarding organisations as soon as possible.
- Candidate marks to be submitted for affected assessments based on other appropriate evidence, as defined by the awarding organisations.

**13. Centre unable to distribute results as normal:**

- Make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation; Share facilities with other centres if this is possible, in agreement with the relevant awarding organisation.
- OR – distribution of results online only
- Facilitation of post results services: To make arrangements to make post results requests at an alternative location and to contact the relevant awarding organisation if electronic post results requests are not possible

**Causes 7-13** – all scenarios, criteria and specific communications have been taken directly from the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

## **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*

<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*

<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>

***The awarding bodies have designated Wednesday 24 June 2020 as a ‘contingency day’ for examinations.*** This is consistent with the qualification regulators’ document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

***The designation of a ‘contingency day’ within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies’ standard contingency planning for examinations.***

***In the highly unlikely event that there is national disruption to a day of examinations, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always***

***rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.***

***Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.***

## **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-lost-due-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-scripts-guide>