



CHALLNEY HIGH SCHOOL FOR GIRLS

EXAMINATION CONTINGENCY PLAN

Related documents include:

- Examination Policy

Legal

- To meet the requirements of the Ofqual Joint Contingency Plan
- To meet the requirements of the Joint Qualifications Council (JCQ)
- To meet the requirements of examination organisations used by the school

Monitoring and Review

- This plan will be subject to continuous monitoring, refinement and audit by the Examinations Officer and reviewed by the Senior Leadership Team
- The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require

Prepared by: Examinations Officer

Reviewed by: Assistant Headteacher

Approved by: SLT

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Aims of the Examination Contingency Plan

The Examination Contingency Plan is designed to ensure a consistent and effective response in the event of disruption to the management and administration of the exam process at Challney High School for Girls. By outlining actions/procedures to be followed 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 information contained in the Joint Contingency Plan for the examination system in England, Wales and Northern Ireland where it is stated that:

“Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important that relevant centre staff be 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.”

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions. This Examination Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. The plan applies to all qualifications at Challney High School for Girls.

The plan will be implemented in the event of disruption to the system such as extended staff absence, widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The priority when implementing contingencies will be to maintain three principles:

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

If the usual contingencies are no longer sufficient to maintain these outcomes, the Headteacher and Senior Leadership Team will agree the additional actions required.

Communications

In the event of local disruption communication to teachers and students will take place through the Examination Officer following agreement with the Headteacher and Senior Leadership Team.

In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholders.

This includes communications between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public.

The organisations involved in the Joint Contingency Plan are committed to:

- Sharing timely and accurate information as required to meet the aims of the plan
- Communicating with stakeholders so they are aware of disruption to the exams, the contingency measures being implemented and any actions required of them as a result
- Ensuring that any messages to the public are clear and accurate.

The Contingency Plan

1. Disruption to the management and administration of the internal examination process

a) Examination Officer extended absence at key points in the examination process

Key tasks that would not be undertaken:

- Planning
 - Annual data collection of information on the qualifications, awarding organisations and specifications being delivered
 - Communication to academic staff of essential key tasks, dates and deadlines
 - Recruitment and training of sufficient invigilators
 - Review of examination policies
- Examination Entries
 - Intended or estimated entries prompting pre-release materials
 - Candidates entered for external exams/assessment
 - Entry deadlines being met and late or other penalty fees being kept to a minimum
 - Tier changes, withdrawals and other amendments
- Pre-exams
 - Timetabling, rooming and invigilation schedules for internal and external examinations and assessments
 - Students and parents informed of exam timetables and awarding organisation information
 - Exam materials and candidates' work stored under secure conditions
 - Internal assessment marks and samples of candidates' work submitted to awarding organisations and external moderators
 - Approval applications for access arrangements
- Exam Sessions
 - Exams and assessments taken under the conditions prescribed by JCQ and all awarding organisations
 - Reports and information submitted to the awarding organisations e.g. very late arrival, suspected malpractice, special consideration
 - The timely dispatch of candidates' scripts as required to awarding organisations
- Results and post-results
 - Access to electronic examination results and subsequent distribution of data and results to candidates and school staff
 - Post-results services

Centre Actions: School Manager and Data Manager

b) SENCO extended absence at key points in the examination process

Key tasks that would not be undertaken:

- Planning
 - Candidates tested/ assessed to identify potential access arrangement requirements
 - Evidence of need and evidence to support normal way of working

- Pre-exams
 - Allocation and training of staff providing support for access arrangements
- Exam Sessions
 - Access arrangement support not provided

Centre Actions: Deputy Headteacher to liaise with the Examinations Officer during SENCO absence

c) Teaching Staff extended absence at key points in the examination process

Key tasks that would not be undertaken:

- Planning
 - Confirmation of qualifications and awarding organisation specifications being delivered
- Pre-exams
 - Exam entries and checks
 - Coursework and assessment marks submitted by the set deadline
 - Samples of candidates work provided by the deadline

Centre Actions: Department Leader to liaise with SLT Link

d) Failure of IT Systems

Key tasks that would not be undertaken:

- Planning
 - Exam season set up in SIMS
 - Download qualification base data
- Pre-exams
 - Exam entries made in a timely manner
 - Preparation of exams using data from SIMS and awarding organisation websites
- Results and post-results
 - Downloading and processing of results data
 - Results analysis

Centre Actions: IT Manager

2. Disruption of teaching time - School is closed for an extended period

If Challney High School for Girls is 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 it is the responsibility of the school to prepare students, as usual, for examinations.

- The school should plan to facilitate teaching and learning by an alternative method or alternative location

Guidance on emergency planning, with advice on severe weather, is available on the Department for Education website.

3. Disruption in the distribution of examination papers

If the distribution of examination papers to centres in advance of examinations is disrupted:

- The awarding organisations to source alternative couriers for delivery of hardcopies.
- The awarding organisations would provide the school with electronic access to examination papers via a secure external network. Awarding organisations would fax examination papers to centres if electronic transfer is not possible. The Examinations Officer must ensure that copies are received, made and stored under secure conditions.

4. Candidates unable to take examinations because of a crisis - Centres remain open

This contingency applies if Challney High School for Girls becomes closed due to extreme issues on the school site e.g. Fire.

- The school to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
- Non JCQ awarding organisations will issue their own arrangements.
- The school can offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for candidates where they have met 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.

5. Centres are unable to open as normal during the examination period

If Challney High School for Girls is unable to open as normal for scheduled examinations it must inform each awarding organisation with which examinations are due to be taken as soon as possible.

The Headteacher is responsible for deciding whether it is safe for the school to open. They will take advice or follow instructions from relevant local or national agencies in deciding whether the school is able to open.

- The school should open for examinations and examination candidates only if possible.
- The school should use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- The school may offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3, page 5).

6. Disruption to the transportation of completed examination scripts

If there is a delay in normal collection arrangements for completed examination scripts:

- The school will seek advice from awarding organisations and normal collection agency regarding collection. The school must not to make arrangements for transportation without approval from awarding organisations.
- The school must ensure secure storage of completed examination scripts until collection.

7. Assessment evidence is not available to be marked

If due to large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

- The awarding organisations should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- The candidates should retake affected assessment at subsequent assessment window.

8. Disruption to the examination script scanning process for on-screen marking

If an examination organisation's scanning process is disrupted, resulting in a risk to the delivery of results by scheduled dates:

- The awarding organisation should implement their existing contingency plan for disruption to onscreen marking process.
- The awarding organisation should revert to a traditional form of marking.
- The awarding organisation should recruit, train or re-standardise qualified new markers.

9. Markers unable to mark examination scripts according to marking schedules

If the examination organisation's markers are unable to mark examination scripts resulting in a risk to the delivery of results by scheduled dates:

- The awarding organisation should re-allocate scripts to available markers
- The awarding organisation should recruit, train or re-standardise qualified new markers and prioritisation of marking to be based on results dates.

10. Difficulty in meeting the planned schedule or unable to issue results

Inability of awarding organisations (including the case of a single awarding organisation) to either meet the planned schedule for issue of results, or to issue results as planned due to a systems failure. If the awarding organisation(s) face delays in meeting the planned schedule for issuing results:

- The awarding organisation should establish priorities for processing results and implement existing contingency plans for disruption to the schedule for issuing results.

If awarding organisation(s) face difficulty in issuing results as planned due to a systems failure:

- In consultation with regulators, assess the level of disruption and consider alternative options for issuing results.
- Dependent upon the nature of the particular systems failure, the awarding organisations and regulators to liaise with relevant organisations regarding process of candidate progression to further and higher education.

11. Awarding organisations unable to issue accurate results

Due to a system error/failure or attack on systems means significant numbers of results cannot be validated as accurate or are issued and found to be inaccurate:

- The candidates, school and stakeholders will be informed of any incorrect results
- The awarding organisations will re-validate results
- The awarding organisations to re-issue results, via alternative format if necessary.

12. Centres are unable to distribute results as normal

If the school is unable to access or manage the distribution of results to candidates, or to facilitate post results service:

- The school should contact the awarding organisations about alternative options.
- The school will make arrangements to access its results at an alternative site.
- The school will make arrangements to coordinate access to post result services from an alternative site.
- The school will share facilities with other centres where possible.

Summary of School responsibilities in the event of examination disruption

- **Preparing plans for any disruption to exams as part of centres' general emergency planning.**
- **Preparing candidates for examinations.**
- **Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations.**
- **Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions.**
- **Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open.**
- **Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations.**
- **Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers.**