



**TOWNLEY**  
— EST 1937 —  
**GRAMMAR SCHOOL**

# EXAMINATIONS CONTINGENCY POLICY

## **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 Townley Grammar School. 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.

This plan complies with JCQ general regulations (section 5.3)

## **Causes of potential disruption to the exam process**

### **Exam officer 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 e.g. 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

- Data and Admissions Manager will undertake all tasks
- Liaise with Line Manager on overall processes
- SLT to provide temporary administration support.

## SENCo 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
- 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:

- SENCo/SLT Link will undertake the planning of any access arrangements
- The EO will assist in the processing/administering or submitting access arrangements to the exam boards.

## 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
- Internal assessment marks and candidates' work not provided to meet submission deadlines.

#### **Centre actions:**

- Line Manager and EO to liaise with Head of Department's or Cluster Leader's to check and sign off.

## **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:**

- Pre-trained centre associate staff will invigilate exams if insufficient trained invigilators are not recruited in sufficient time
- In case of invigilator absence on the day, the Examinations Officer is also able to stand in.

## **Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

#### **Criteria for implementation of the plan**

- Exams Officer is 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:**

- Booking of rooms for exams takes priority and is planned many months ahead of schedule
- The centre has sufficient rooms to hold exams
- In case of an incident resulting in the event of not being able to use the main exam hall, the Sports Hall or Theatre could be utilised.

## **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:**

- Entries are submitted at least one week prior before the deadline in case of a system failure on the day
- EO, Line Manager and IT Manager to liaise with Examination Boards as to appropriate action.

## **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 actions:**

- Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this
- Headteacher, Trustees and SLT to take the necessary action
- EO to liaise action plan to Examination boards.

## **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:**

- Communicate with relevant awarding organisations at the outset to make them aware of the issue
- Communicate with parents, carers and candidates regarding solutions to the issue
- Where possible, advance plans are put in for a teacher/invigilator to go to the student's home. An Overnight Supervision Confidentiality Statement will be put in place prior (if possible)
- EO to contact the relevant board immediately to notify the board.

## **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.

### **Centre actions:**

- Inform each awarding organisation with which examinations are due to be taken as soon as possible
- EO to liaise with Head of Centre (Headteacher), Line Manager and to inform awarding bodies
- Headteacher to liaise with Beth's Grammar School to implement contingency.

## **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 will contact the exam board and organise alternative delivery of papers.

## 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:

- EO to contact the exam board
- Scripts remain securely stored in exams office until alternative organised.

## 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:

- EO to contact awarding bodies for advice.

## 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 Liaise with Headteacher, Line Manager and awarding bodies to resolve situation.

**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>

## 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>