Fortismere School
Centre No 12602
Examination Contingency Plan 2021/22

Approved/reviewed by	
Head of Centre:	
Exam Officer:	
Date:	
Date of next review	

This policy is reviewed annually to ensure compliance with current regulations

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➢ **Purpose of the Plan:**

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process Fortismere 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.

This plan also confirms Fortismere School is compliant with JCQ regulation (section 5.3) General Regulations for Approved Centres that the centre has in place a written examinations contingency plan, which covers all aspects of examination administration.

➢ **Possible causes of disruption to the exam process**

2.1 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*
  - o *annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered*
  - o *annual exams plan not produced identifying essential key tasks, key dates and deadlines*
  - o *sufficient invigilators not recruited*
- ➢ *Entries*
  - o *awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff*
  - o *candidates not being entered with awarding bodies for external exams/assessment*
  - o *awarding body entry deadlines missed or late or other penalty fees being incurred*
- ➢ *Pre-exams*
  - o *invigilators not trained or updated on changes to instructions for conducting exams*
  - o *exam timetabling, rooming allocation; and invigilation schedules not prepared*
  - o *candidates not briefed on exam timetables and awarding body information for candidates*
  - o *confidential exam/assessment materials and candidates' work not stored under secure conditions*
  - o *internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators*
- ➢ *Exam time*
  - o *exams/assessments not taken under the conditions prescribed by awarding bodies*
  - o *required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration*
  - o *candidates' scripts not dispatched as required for marking to awarding bodies*
- ➢ *Results and post-results*
  - o *access to examination results affecting the distribution of results to candidates*

- o *access to examination results affecting the distribution of results to candidates*
- o *the facilitation of the post-results services*

Centres actions

- ➤ A list of exam boards telephone numbers on the noticeboard in the exam office.
- ➤ Deputy Exams Officer and Deputy Head Teacher are set up with login details for each exam board.
- ➤ Deputy Exam Officer and Site Team have keys to the exam office.
- ➤ Keys to the secure room are kept in the electronic key safe, in the exam office. Deputy Exam Office has the code.
- ➤ SLT will nominate a 'Deputy' to cover roles/tasks of the Examinations Officer.
- ➤ Work, shadowing by another member of staff recommended.
- ➤ Networking with local Exam Officers, list of schools and phone numbers on the noticeboard in the exams office.
- ➤ JCQ information and regulations, timetables (mock and pubic exams), results information, general letters to parent/carers can be sent out via Parentmail and the school website to ensure information is accessible.
- ➤ All invigilators have access to online training from 'The Exam Office' website.

2.2 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*
  - o *candidates not tested/assessed to identify potential access arrangement requirements*
  - o *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
  - o *evidence of need and evidence to support normal way of working not collated*
- ➤ *Pre-exams*
  - o *approval for access arrangements not applied for to the awarding body*
  - o *centre-delegated arrangements not put in place*
  - o *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
  - o *staff (facilitators) providing support to access arrangement candidates not allocated and trained*
- ➤ *Exam time*
  - o *access arrangement candidate support not arranged for exam rooms*

Centres Actions

- ➤ **SENCo will work with Linc teaches to identify where applications for access arrangements may be required.**
- ➤ **SENCo and Examinations Officer will work together to make appropriate arrangements for exam sessions.**

2.3 Teaching staff extended absence at key points in the exam cycle

➢ Criteria for implementation of the plan

Key tasks not undertaken including:

  o *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:*
  o *candidates not being entered for exams/assessments or being entered late bodies*
  o *late or other penalty fees being charged by awarding bodies*
  o *Non-examination assessment tasks not set/issued/taken by candidates as scheduled*
  o *Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking*
  o *Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines.*

Centre actions

➢ The Exams Officer will liaise with Heads of Departments and/or SLT, if necessary, to ensure all necessary deadlines are adhered too. Where this is not possible, the Examinations Officer will liaise with the relevant Awarding Body and act on the advice received.

2.4 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

➢ Examinations Officer to monitor and identify shortfalls in invigilator personnel. This may only be possible during the planning for mock exams.
➢ Fortismere School should be able to contract in, outside agency staff to cover any shortages, during peak time and short notice absence, where no other invigilator is able to cover.
➢ The Exam Officer will always plan ahead to ensure that all exams adhere to JCQ regulations.

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

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:

➢ Where possible the Examination Officer will ensure that room requests are made as soon as exam timetables have been planned.
➢ In cases where there are insufficient exam rooms, then appropriate teaching rooms will be allocated.
➢ Allocation of suitable rooms will be made in consultation with SLT.

2.6 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:

➢ Entries should be made in advance of the entry deadline, so that time is available for any IT problems to be resolved and exam entries to be set on time.
➢ If IT systems fail at the final deadline, alternative entry arrangements will be arranged by the Examination Officer, with the individual exam boards.
➢ Contact numbers of Fortismere School MIS system providers must be made available to SLT and Examinations Officer.
➢ Examinations Officer must ensure that results can be obtained by other means, for example, exam boards secure websites.
➢ At all times during system failure the Examinations Officer will liaise with exam boards in order to minimise disruption and costs.
➢

2.7 Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

➢ *Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams*

Centre actions

➢ Contact the exam boards immediately.
➢ Evacuate the examination room in line with the instructions given by the appropriate authority.
➢ 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 examination.
➢ Contact neighbouring centres to arrange for the examination to take place, in accordance with instructions from the exam boards.

2.8 Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

- *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*
- *Exam Contingency Plan – use the current situation to detail procedure such as centre shutdown, transfer/suitability of IT to home working, absence of key staff etc*

Centre actions:

- Refer to JCQ regulations
- Candidates can be contacted by school email addresses provided by Fortismere School and google classroom
- Parents can be contacted by Parentmail.
- Teaching time can be replaced by twilight sessions or additional lessons during the school holidays.

2.9 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:

- Refer to JCQ regulations.
- The Examinations Officer will contact the relevant exam boards to discuss alternative arrangements and liaise with SLT to take appropriate action.

2.10 Centre unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- *Centre unable to open as normal for scheduled examinations*

Centre actions

- Refer to JCQ contingency planning.
- The Examinations Officer will contact the relevant exam boards to discuss alternative arrangements and liaise with SLT to take appropriate action.

2.11 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:

- Refer to JCQ Regulations

- Examinations Officer will contact the appropriate awarding bodies and request papers to be sent electronically via a secure network. The Examinations Officer will ensure these are received and the correct number of copies are made and then stored under secure conditions.
- Follow the guidance given by the awarding bodies on the conduct of examinations in these circumstances.
- The awarding body to consider the scheduling of the examination on an alternative date.

2.12   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:

- Examinations Officer will contact Parcelforce collections and the exam boards to notify them of any difficulties and seek advice and guidance.
- Examinations Officer will ensure that all examination scripts are kept secure and locked away, as stated in the JCQ regulations.
- Alternative dispatch arrangements will be put into place, as advised by the exam boards and/or JCQ.

2.13   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:

- Refer to JCQ regulations.
- Examinations Officer will contact the exam boards to notify them of any incident as soon as possible. Action will be taken on advice given.
- Examination Officer will gather any evidence from invigilators and candidates to use as necessary.

2.14 Centre unable to distribute results as normal

(Including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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:

➢ Examinations Officer will endeavour to obtain candidate results and results information on the day before student results are released. Any problems should be dealt with immediately remedied to ensure the speedy delivery of results to candidates and results information to SLT.

➢ Examinations Officer will contact exam boards to notify any incidents and act upon the act given.

➢ Contact neighbouring centres in agreement with the awarding bodies to access results.

2.15 Pandemic, Complete shut down of all school across the country and exams cancelled

Criteria for implementation of the plan

➢ Country goes on lockdown

➢ Schools are closed

➢ Exams are cancelled

Centre Actions

➢ Take instructions from Ofqual.

➢ Students to be set up with online lessons

➢ Staff to work from home and to be available online for assistance.

➢ IT to ensure remote access is workable for the whole school.

➢ School to remain open for keyworkers children.

➢ Teaching Staff to grade and rank candidates for each subject.

➢ Exam Officer to input data when required by the exam boards