



GP46 – Exam Staffing Contingency Plan



This plan is reviewed annually to ensure compliance with current regulations

Last Review Date	November 2022	Next Review Date	November 2023
Leader of Policy Review	Assistant Headteacher, Exams Officers, SLT		
Associated Policies	Access Arrangements, Controlled Assessments, Examinations, Examination Appeals, Record Keeping, Examinations Contingency Plan		

Key staff involved in contingency planning

Role	Name(s)
Head of centre	Jane Cooper
Exams officer line manager (Senior Leader)	Andy Rees
Exams officer	Adele Topliss and Zoey McAughrey
SENCo	David Goodchild
SLT member(s)	Jane Cooper, David Goodchild, Jack Bourke-Bennett, Mike Newland, Tim Erasmus, Andy Rees

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at **Alun 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) 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 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;"*

Possible causes of disruption to the exam process

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

- ▶ *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*

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

- ▶ *invigilators not trained or updated on changes to instructions for conducting exams*
- ▶ *exam timetabling, rooming allocation; and invigilation schedules not prepared*
- ▶ *candidates not briefed on exam timetables and awarding body information for candidates*
- ▶ *confidential 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 to mitigate the impact of the disruption

- ▶ Senior Leadership Team (SLT) to liaise with 2nd Exams Officer regarding the responsibility for the above tasks•
- ▶ Exam Boards to be kept informed of the situation at all stages
- ▶ 2nd Exams Officer would support relief staff to assist with help, giving step by step guidance to the exams process
- ▶ SLT to allocate staff to assist if necessary
- ▶ Invigilator information can be found in White folder in Exam Office, Exams Officers to arrange training and Senior Admin Officer will undertake DBS checks. Full Invigilator register already in place, if more are required Exams Officers to carry out recruitment
- ▶ Exam Board websites to be accessed by staff and candidates re exam dates, deadlines etc.
- ▶ Exam's Officer emails to be deferred to 2nd Exams Officer/SLT so that Exam Boards emails re early/estimated entries etc deadlines can be met
- ▶ 2nd Exams Officer to arrange booking of rooms throughout exam series
- ▶ SENCO to arrange extra time informing SLT and invigilators of candidates' names and entitlements
- ▶ Deadlines for internal assessments and samples of work to be prepared by Head of Department for each subject and given to administration staff to post adhering to deadlines as per EB websites
- ▶ SLT to carry out assemblies to inform candidates of exam procedures, timetables etc
- ▶ 2nd Exams Officer/SLT to oversee dispatches of scripts to Exam Boards aided by experienced Invigilators
- ▶ 2nd Exams Officer/SLT to oversee reports and requests to awarding bodies
- ▶ 2nd Exams Officer/SLT to oversee the dispatch of results to candidates ensuring that access to results are available
- ▶ 2nd Exams Officer/SLT to oversee the facilitation of the post results services

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

- ▶ *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*
- ▶ *centre-delegated arrangements not put in place*
- ▶ *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- ▶ *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

Exam time

- ▶ *access arrangement candidate support not arranged for exam rooms*

Centre actions to mitigate the impact of the disruption

- ▶ Alnco and SLT to work with the Exams Officer to arrange administration of access arrangements and keep awarding bodies informed of arrangements
- ▶ Exams Officer to arrange staff training to support access arrangement candidates

- ▶ Exams Officer to ensure access arrangement candidate support for exam rooms

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 assessment tasks not set/issued/taken by candidates as scheduled

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

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

Centre actions to mitigate the impact of the disruption

- ▶ Departments/SLT to work with Exams Officers to ensure deadlines are reached. At all times keeping the AB informed to minimise costs incurred
- ▶ Exams Officers/SLT to work with other subject staff to meet deadlines re internal assessment marks and candidates' work to be submitted

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 to mitigate the impact of the disruption

- ▶ Exams Officer to ensure appropriate number of invigilators are trained to cover all exams and backups available at short notice
- ▶ Recruit on a regular basis
- ▶ Arrange regular training sessions
- ▶ Exams Officer to liaise with cover supervisor re support staff available if necessary (supervised by senior invigilator)

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 to mitigate the impact of the disruption

- ▶ Exams Officer, SLT and Site Manager to identify rooms for exams
- ▶ DOG, L40, L41 & Hall to be made available throughout exam season

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 to mitigate the impact of the disruption

- ▶ Exams Officer, in consultation with ICT Manager/SLT, will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the AB
- ▶ At all times during the system failure the EO will liaise with the AB to minimise disruption and costs incurred

7. Cyber attack

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.

1. Enact your incident management plan
2. Contact the [NCSC](#)
3. Contact your local law enforcement and [Action Fraud](#)
4. Inform the Department for Education by emailing: sector.securityenquiries@education.gov.uk

8. 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

Lockdown – stop exam, lock the door, keep candidates quiet wait for Exams Office/SLT to advise further action

- Emergency Evacuation -Tell the candidates to stop writing and leave the question papers and scripts on their desks - await instructions for evacuation from the Exams Officer/SLT
- If evacuation is required - Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.
- The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.
- DDA – CANDIDATES WHO HAVE A DECLARED DISABILITY WILL BE SUBJECT TO THE Personal Evacuation Procedures in place
Assemble the candidates on the tennis courts at the back of the Daniel Owen Building
- When assembled check the candidates against the exams register.
- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.

9. 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 to mitigate the impact of the disruption

- ▶ SLT to manage such incidents
- ▶ Exams Officer to liaise with AB following their advice
- ▶ Centre to communicate with parents, carers and students about potential for disruption to teaching time and plans to address this

10. 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 to mitigate the impact of the disruption

- ▶ SLT to manage such incidents
- ▶ Exams Officer to contact relevant AB to discuss alternative arrangements
- ▶ Centre to communicate with parents, carers and candidates regarding solutions to issue

11. 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

Centre actions to mitigate the impact of the disruption

- ▶ SLT to manage such incidents
- ▶ Exams Officer to contact relevant AB to discuss alternative arrangements
- ▶ Centre to communicate with parents, carers and candidates regarding solutions to issue

12. 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 to mitigate the impact of the disruption

- ▶ • EO to communicate with AB for alternative delivery of papers
- ▶ Papers could be printed from AB website and photocopied

13. 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 to mitigate the impact of the disruption

- ▶ EO to store the completed scripts in secure storage until alternative transport is arranged
- ▶ EO to keep AB informed of situation

14. 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 to mitigate the impact of the disruption

- ▶ Headteacher/EO to communicate this immediately to the relevant AB and act upon their advice
- ▶ Headteacher to communicate with students and their parents or carers

15. 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 to mitigate the impact of the disruption

- ▶ EO to contact the AB and notify them of such incidents and act upon their advice

Further guidance to inform procedures 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-lostdue-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>