



# Q3 Academy

## Exam Contingency Plan 2018 - 19

This plan is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Ms K Featherstone (Head of Centre)	
<b>Date of next review</b>	Sept 2019



Key staff involved in contingency planning

<b>Role</b>	<b>Name(s)</b>
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Exams Officer Line Manager (Senior Leader)	<b>Mrs H Rhode</b>
Exams Officer	<b>Mrs S Clarke</b>
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Attendance & Welfare	<b>Mrs J Edwards/Mrs K Maynard/Ms L Turner</b>
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## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Q3 Academy 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 the *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*.

This plan also confirms Q3 Academy is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2018-2019*) that the centre *has in place a written examination contingency plan 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*.

## 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*
- ▶ *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

- ▶ *Examinations belong to a wider team of 4 staff members, including an experienced SLT member, known as Data team. Within that team most members have been trained to carry out the tasks listed above under the guidance of the Exam Officer.*
- ▶ *The Senior Leader responsible for Examinations and Line Manager of Exam Officer is actively involved in the day to day activities and works alongside the Data team.*

**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

- ▶ *The Access Arrangements file is kept centrally within the SEN department and can be accessed by the Exams Officer.*
  - ▶ *The Deputy SENCo or the Exams Officer can authorise any centre-delegated arrangements.*
- ▶ *The SLT for Exams will be familiar with the evidence required for Access Arrangements and be able to complete a skeleton Form 8.*
  - ▶ *Specialist Advisory Teachers from Sandwell Inclusion Support can be called upon as specialist assessors in the event that the SENCo is not able to carry out duties as a specialist assessor.*
    - ▶ *The Senior Leader responsible for SEN will ensure that these duties are carried out.*

**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

- ▶ *The Senior Leader responsible for Examinations is also responsible for Raising Standards within the Academy and as such has a very close understanding of each subject and the requirements for each subject and would ensure that the above tasks are carried out.*

**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

- ▶ *All internal Data team and internal Cover Supervisors are trained to invigilate and can be used in emergencies*
- ▶ *Senior Leader, Exam Officer and HR work closely to build large team of trained invigilators*

**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

- ▶ *The main hall will be used*
- ▶ *Transfer students to the College next door, Summerhill Primary or one of the Q3 family Academy*

**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

- ▶ *Entries are routinely carried out earlier than final deadline date*
- ▶ *Seating plans and registers are printed and stored securely for the following weeks examinations*
  - ▶ *Liaise closely with SIMS central team*
  - ▶ *Access results via examination boards directly*

- ▶ Member of IT team present on release date with contact details of external SIMS support provider (currently SIPS IT). Contact details of Network Supervisor and/or Group IT Manager also available if not already present.
- ▶ IT Recovery procedures to provide short-term, emergency access if necessary.

### **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 to mitigate the impact of the disruption

- ▶ Relevant awarding body informed as soon as possible
- ▶ See whole school centre lock down policy

### **8. 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

- ▶ The Academy would communicate with parents, carers and students about the potential for disruption to teaching time and plans below:
- ▶ In the event that the school site was closed, negotiations would take place with the local FE College, Summerhill Primary or other Q3 Academies to communicate with parents, carers and students about the disruption to teaching time, and provide appropriate work via the school intranet.

### **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 to mitigate the impact of the disruption

- ▶ Relevant awarding body informed as soon as possible
  - ▶ Invigilators travel to alternative site
- ▶ Exam commences if some students in Academy

### **10. 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 (including centre being unavailable for examinations owing to an unforeseen emergency)*

#### Centre actions to mitigate the impact of the disruption

- ▶ Transfer students to College next door, Summerhill Primary or other Q3 Academies to complete examinations
- ▶ Relevant awarding body informed as soon as possible



### 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 to mitigate the impact of the disruption

- ▶ *EO to inform relevant exam board as soon as possible and follow guidance*

### 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 to mitigate the impact of the disruption

- ▶ *Exam Officer will take them to Postal Service*
  - ▶ *Returned to Secure storage*

### 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 to mitigate the impact of the disruption

- ▶ *Examination scripts in secure storage prior to collection*
- ▶ *Assessment evidence has IT back-up (where relevant)*
- ▶ *Practical work is stored in locked room with staff access only*
- ▶ *Practical work is stored at desk height in plastic wallets in case of flood*
- ▶ *Discuss alternative arrangements with awarding organisation*

### 14. 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 to mitigate the impact of the disruption

- ▶ *Transfer to College next door, Summerhill Primary or other Q3 Academies*