

## Exam Contingency Plan 2022-23

<b>SCOPE:</b>	Academy Policy
<b>AUTHOR/ORIGINATOR:</b>	AVP - Standards
<b>NAME OF RESPONSIBLE DIRECTOR/PRINCIPAL:</b>	Mr J Webb, Sector Director & Mrs H Richley, Academy Principal
<b>APPROVING COMMITTEE:</b>	Sector Director
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**Outstanding Achievement for All**

## Contents

Statement of intent.....	3
1. Examinations Officer extended absence at a key point in the exam process (season) .....	3
2. SENDCo extended absence at a key point in the exam process (season).....	4
3. Teaching staff extended absence at a key point in the exam cycle .....	4
4. Invigilators – Lack of appropriately trained invigilators or invigilator absence .	5
5. Exam rooms – lack of appropriate rooms or main venues unavailable at short notice .....	5
6. Failure of IT systems.....	5
7. Disruptions of teaching time – Centre closed for an extended period .....	6
8. Candidates unable to take examinations because of a crisis – centre remains open.....	6
9. Centre unable to open as normal during the exams period .....	6
10. Disruption in the distribution of examination papers.....	7
11. Disruption to the transportation of completed examination scripts.....	7
12. Assessment evidence is not available to be marked .....	7
13. Centre unable to distribute results as normal.....	7

## Statement of intent

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Oak 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 scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

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

## 1. Examinations Officer extended absence at a key point in the exam process (season)

- 1.1 Criteria for implementation of the plan, key tasks required in the management and administration of the exam season 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
    - Candidate 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
  - Results and post-results
    - Access to examination results affecting the distribution of results to candidates
    - The facilitation of the post-results services

### Centre actions

- Standards Lead, Karen Price with Examinations Officer, Kerry Lingane over entries
- Examinations Officer, Kerry Lingane to liaise with Centre actions
- Standards Lead, Karen Price to inform where all the administration documentation is kept for each exam day
- SLT/ELT to nominate a 'deputy' to cover a role/task of the Examination Officers as stated above
- Networking with staff from a local centre, sharing expertise with a centre e.g. Leaf Studio School

## **2. SENDCo extended absence at a key point in the exam process (season)**

- 2.1 Criteria for implementation of the plan, key tasks required in the management and administration of the access arrangements process within the exam season 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
  - SENDCo, Sarah Buxton to liaise with Examinations Officer, Kerry Lingane.

## **3. Teaching staff extended absence at a key point in the exam cycle**

- 3.1 Internal assessment marks and candidates work not provided to meet submission deadlines.
- 3.2 Criteria for implementation of the plan, key tasks not undertaken including:
- Early/estimated entry information not provided to the Examinations Officer on time; resulting in pre-release information not being received
  - Final entry information not provided to the Examinations 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

### Centre Actions

- Principal, Hayley Richley and Examinations Officer Kerry Lingane to liaise with curriculum leader/subject leader, ELT and curriculum/cover
- Recruitment and training is done well in advance
- Raising standards leader to keep well informed of the planning, recruitment, training and ongoing question/concerns raised of all invigilators
- On the day of exams, if there is an invigilator shortage, raising standards leader would have to organise cover (member of staff) for absence with Hayley Richley.

## **4. Invigilators – Lack of appropriately trained invigilators or invigilator absence**

### 4.1 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 the exam

## **5. Exam rooms – lack of appropriate rooms or main venues unavailable at short notice**

### 5.1 Criteria for implementation of the plan

- Examinations 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

- In an emergency the Sports Hall could be utilised for examination purposes

## **6. Failure of IT systems**

### 6.1 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

- Examinations Officer and IT Manager to liaise with Examination Boards
- Examinations Officer to access directly the secure online aspects of individual awarding bodies' website to complete the tasks remotely

## **7. Cyber attack**

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

- Where it is identified that a cyber attack may compromise any aspect of the delivery of examinations.

#### Centre actions

- Exams Officer will work with IT and make contact with the relevant Awarding Body to seek further guidance
- SLT will monitor the situation and take any action required as directed by the Awarding Bodies

## **8. Disruptions of teaching time – Centre closed for an extended period**

### **8.1 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

- SLT & ELT to take the necessary action
- The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this
- Candidates are unable to attend the examination centre to take examinations as normal

## **9. Candidates unable to take examinations because of a crisis – centre remains open**

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

- Candidates at risk of being unable to attend the examination centre to take examinations as normal

#### Centre actions

- SLT to activate the Academy's Exam contingency plan
- The centre to communicate with the relevant awarding bodies to make them aware of the issue
- The centre to communicate with parents, carers and students regarding solutions to the issue

## **10. Centre unable to open as normal during the exams period**

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

- Centre unable to open as normal for scheduled examinations

#### Centre actions

- Examinations Officer to liaise with the Head of Centre, Mrs Richley and to inform award bodies affected
- Principal, Standards Lead and Examinations Officer to explore alternative local venues to allow examinations to continue as per examination timetable

## **11. Disruption in the distribution of examination papers**

### 11.1 Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of the exams

#### Centre actions

Examinations Officer to liaise with awarding bodies to organise alternative delivery of exam papers

- Centre to follow the advice given by JCQ

## **12. Disruption to the transportation of completed examination scripts**

### 12.1 Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examinations scripts

#### Centre actions

- Examination scripts to be stored in the safe which is in the locked exams cupboard. (only Examinations Officer and Standards Lead have keys to the exam cupboard) or
- Examinations Officer transports then to the nearest Parcelforce office

## **13. Assessment evidence is not available to be marked**

### 13.1 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

- Examinations Officer to contact the awarding bodies affected and follow their advice
- Subsequently, students and parents/carers are contacted to inform them of the situation

## **14. Centre unable to distribute results as normal**

### 14.1 Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-result services

#### Centre actions

- Examinations Officer to immediately contact awarding bodies for guidance
- Communicate with St.Aldhems Academy (part of Ambitions Academy Trust)

*Please note point 8-14 have been taken directly from the joint contingency plan for the examination system in England, Wales and Northern Ireland.*