

SPRINGWELL LEARNING COMMUNITY -
LINCOLNSHIRE



Exam Contingency Plan

<u>DATE POLICY WRITTEN:</u>	<u>September 2020</u>
<u>GOVERNOR RATIFICATION DATE:</u>	<u>15th October 2020</u>
<u>DATE OF REVIEW:</u>	<u>September 2021</u>

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 Springwell Alternative Academies. 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;”*

The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to:

- *eliminate discrimination and other conduct that is prohibited by the Act*
- *advance equality of opportunity between people who share a protected characteristic and people who do not share it*
- *foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.*

In the development of this policy/procedure due regard has been given to achieving these objectives.

Causes of potential 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 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:

- The Senior Administrator at the Centre is aware of the processes surrounding exams and has access to all of the awarding bodies' secure websites. The Senior Administrator has access to the Centre's secure exam storage room which contains all relevant exam policies and information regarding candidate entries.

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
 - 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:

- the absence of the SENDCo would be covered by a Senior Leader who has experience of that role.

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 or other penalty fees being charged by awarding bodies
 - Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- the extended absence of any teaching staff to be covered by the Key Stage Lead whilst cover is arranged by the SLT / Head of School.

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:

- Springwell Alternative Academies use members of staff, including Admin Staff, as invigilators. In the event of a shortage of invigilators additional members of staff would be used as well as the SLT. The Exams Officer would also act as invigilator where necessary.

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:

- the exam would be moved to a Springwell Academy at another location and an Alternative Site Form submitted to the relevant Awarding Body.

6. Failure of IT systems

Criteria for implementation of the plan

- IT system failure at final entry deadline
- IT system failure during exams preparation
- IT system failure at results release time

Centre actions:

- liaise with network support
- contact exam board for advice
- use IT facilities at another site if necessary

7. 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:

- the school would communicate with parents, carers and students about the potential for disruption to teaching time and implement the following plan:
 - in the event that a particular school was closed, the other Springwell Alternative Academy sites would be used. In the event of all sites being closed, negotiations would take place with The Wellspring Academy Trust and the Local Authority.

8. Candidates unable to take examinations because of a crisis – school remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination school to take examinations as normal

Centre actions:

- the school to communicate with relevant awarding organisations at the outset to make them aware of the issue and to seek advice
- the school to communicate with parents, school and candidates regarding solutions to any issues that arise
- in the event that the examination site was closed, the other Springwell Academy sites would be used. In the event of all sites being closed, negotiations would take place with The Wellspring Academy Trust and the Local Authority.
- offer candidates an opportunity to sit any examinations missed at the next available series
- apply to awarding organisations for special consideration for candidates where they have met the minimum requirements

9. School 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:

- in the event that the examination site was closed, the other Springwell Academy sites would be used. In the event of all sites being closed, negotiations would take place with The Wellspring Academy Trust and the Local Authority.
- apply to awarding organisations for special consideration for candidates where they have met the minimum requirements
- offer candidates an opportunity to sit any examinations missed at the next available series, if possible

10. 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:

- the school would contact the exam board and arrange for the alternative delivery of papers.

11. 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:

- the school would contact the exam board and arrange for the alternative delivery of papers

12. 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:

- the school would communicate immediately with the exam boards and to students and parents/ carers
- candidates retake the assessment that has been affected at a subsequent assessment window, if possible

13. 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 service

Centre actions:

- Another Springwell Alternative Academy would be used and arrangements made to access results at the alternative site

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>