The HENRY BEAUFORT School

10
Exam Contingency Plan

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This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The Henry Beaufort School. The contingencies set out are to be implemented to alleviate the impact of disruptions to the exam process. At all times, the Head of Centre and Examinations Officer will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

Alongside internal processes, this plan is informed by the Ofqual 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"*

https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted

and the JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

https://www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan/

The overall aim of this plan is to ensure that the interests of candidates are safeguarded while maintaining the integrity of the examination system and qualification standards. The priority when implementing contingencies will be to maintain three outcomes:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards

The contingency plan considers the possible causes of disruption to the exam process as detailed below:

1. Examinations Officer extended absence at key points in the Examinations Cycle.
2. Disruption of teaching time in the weeks before an exam – centres are closed for an extended period
3. SENDCO extended absence at key points in the exam cycle.
4. Teaching staff extended absence at key points in the exam cycle.
5. Invigilator absence or lack of appropriately trained invigilators.
6. IT Systems failure & Cyber Attack.
7. Exam rooms – lack of appropriate rooms or main venue unavailable at short notice
8. Emergency evacuation or lockdown candidates unable to re-enter venue for extended period
9. Centres are unable to open as normal during the examination period.
10. Disruption in the distribution of examination papers.
11. Disruption to the transportation of completed examination scripts.
12. Assessment evidence is not available to be marked.
13. The school is unable to distribute results as normal.

1. Examinations Officer extended absence at key points in the Examinations Cycle.

If the Examinations Officer is absent at key points in the Examinations Cycle the Henry Beaufort School will take action as required:

- **Previous Examinations Officer currently acting as Invigilator can be called upon to take over supported by admin staff.**
- **Examinations Officer of another school can be requested to provide assistance.**
- **The SLT lead for exams can step in to cover the role supported by Lead Invigilators and former Exams Officer.**
- **The Head of Centre or SLT responsible for exams can nominate a "Deputy" to temporarily cover the role.**

2. Disruption of teaching time in the weeks before an exam – centres are closed for an extended period

If the school is closed or candidates are unable to attend for an extended period during normal teaching time the school will aim to prepare students, as usual, for examinations by either

- **Facilitating teaching and learning by an alternative method e.g. online teaching and study materials or at an alternative location**
- **Providing remote learning**
- **Entering candidates in the next available series**

3. SENDCO /Additional Learning Support Lead (ALS lead) extended absence at any of the key points listed below in the exam cycle.

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*

SENDCo absence

- **Assistant SENDCo supported and Learning support practitioner (LSP) with responsibility for access arrangements supported by the SEN team and teaching staff will continue with screening of students to identify potential candidates for further testing for potential access arrangements.**
- **SEN team to continue with school process of trialling arrangements in lower school years and gathering evidence for normal way of working and evidence of need.**
- **Assistant SENDCo to identify any candidates not yet approved by Awarding Bodies and complete appropriate JCQ paperwork e.g. Form 8 as required and provide paperwork to enable Exams Officer to make Access Arrangements Online.**
- **Examinations Officer to provide additional support to communicate access arrangements internally.**
- **Assistant SENDCo and EO will work together to put centre-delegated arrangements in place where needs are identified**
- **Assistant SENDCo and EO will work together to ensure access arrangement facilitators are trained**
- **EO will provide schedule of requirements to Assistant SENDCo based on candidate timetables to ensure candidates are appropriately supported in exam rooms**

4. Teaching staff extended absence at key points in the exam cycle

- **Where at all possible appropriately trained teaching staff will cover lessons and liaise with subject AL to ensure appropriate curriculum is adequately covered.**
- **Exam entries covered by subject AL supported by SLT link.**
- **NEA tasks overseen by subject AL in liaison with class teacher.**
- **Subject AL and Exams Officer will ensure timely communication of centre assessed marks to students allowing time for a request for a review of the centre's marking prior to submission to the awarding body.**

5. Invigilator absence or lack of appropriately trained invigilators

The Henry Beaufort School maintains a contingent of internal staff fully trained invigilators for emergencies and peak exam days. The school regularly reviews forthcoming invigilator resource requirements to enable timely recruitment, screening, and training of invigilators for exam seasons

Failure to recruit and train sufficient invigilators to conduct exams

- **Use fully trained contingency internal support staff**
- **Contact agency for supply invigilators**
- **Staff trained at short notice if required (Invigilation outside their own subject**)

Invigilator shortage on peak exam days

- **Use fully trained contingency internal support staff**

Invigilator absence on the day of an exam

- **Contact invigilator team not scheduled for sessions on the day**
- **Use fully trained contingency internal support staff**

6. IT Systems Failure & Cyber Attack

MIS system failure at final entry deadline

- **Liaise with awarding body regarding extension to deadline or alternative entry methods**
- **Liaise with IT manager to implement Disaster Recovery Plan**

MIS system failure during exams preparation

- **Power cuts – battery back up to secure existing network**
- **Manual preparation of non electronic tasks**
- **Local problem – Explore with SLT for home working**

MIS system failure at results release time

- **Disaster Recovery**
- **Liaise with awarding body to provide hard copy of results where possible**
- **Local problem – implement secure remote access for emergency and non-emergency work**
- **SLA (Service Level Agreement) with Local Authority (LA), telephone access to LA team**

Systems failure during exams

- **IT manager and IT technician onsite throughout period**
- **Redundant systems to accommodate fall over**
- **Rearrange accommodation of students as required to any room in school**

Cyber Attack

Documented Cyber Attack policy held by Head of Centre

7. Exam rooms – lack of appropriate rooms or main venue unavailable at short notice

- **Exams will be re-roomed on site and where necessary start times rescheduled and students "isolated" to maintain exam security.**
- **Removal of year groups to make space for adequate accommodation as required**
- **If no suitable accommodation can be found onsite The Henry Beaufort School will endeavour to provide alternative accommodation and will seek prior agreement in principle with local schools and an "alternative site" application made to the awarding body.**

8. Emergency evacuation or lockdown - candidates unable to re-enter venue for extended period or unable to start or proceed with exams

- **Alternative onsite arrangements to be made where appropriate.**
- **Consideration of suitable local alternative accommodation.**
- **Head of Centre to make decision regarding abandonment of exam if time elapsed makes continuation unsuitable for candidates or the safety of students or security of the exam would be compromised.**
- **Exams officer to liaise with exam board for advice and apply for Special Consideration if appropriate.**

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

- **The Henry Beaufort School will endeavour to provide alternative accommodation and will seek prior agreement in principle with local schools (Harestock Primary, The Westgate School) and an "alternative site" application made to the awarding body.**
- **The school will liaise with the Local Authority to provide an alternative venue(s) for candidates.**
- **The school will communicate alternative arrangements to candidates and parents.**
- **Candidates will be entered into the next series if required.**

10. Disruption in the distribution of examination papers

The school will communicate with awarding organisations to organise alternative delivery of papers including electronic download via secure key materials. Papers will be copied in a secure area by approved staff and stored in the school's secure exam storage facility. In extreme circumstances under advice from the regulator and the awarding bodies the exam may be re-scheduled.

11. Disruption to the transportation of completed examination scripts

- T**he Exams Officer will ensure secure storage of completed examination papers until collection.**
- **The Exams Officer will contact Parcelforce "Yellow Label service" to resolve problems and separately contact awarding body to advise them of situation and seek advice.**

12. Assessment evidence is not available to be marked

- **Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked or moderated either at centre, en route to awarding body or whilst in possession of awarding body:**
    - **awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations**
    - **where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series**

13. Centres are unable to distribute results as normal or facilitate post results services

Distribution of Results

- **The school will arrange alternative distribution method including distribution at a local centre or school (Harestock Primary, The Westgate School)**
- **The school will communicate alternative arrangements to candidates and parents.**

Post Results Services

- **The school will arrange alternative location where necessary to make post results requests available (Harestock Primary, The Westgate School)**
- **The school will contact the relevant awarding organisation if electronic post results requests are not possible**