

## Exam Contingency Plan Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the administration of the exam process at The Green Room School. The plan outlines actions and procedures to be put in place in case of disruptions during the exam season.

This policy was written in line with JCQ regulations and The Green Room School's emergency evacuation processes.

## Causes of potential disruption to the exam process

### 1.Exam officer absence at key points in the exam season

Potential disruption:

Key tasks in the management and administration of the exam season not undertaken, including:

#### Planning

- Data collection to inform awarding body on number and specifics of examinations during the season
- Data collection to inform awarding body on special access arrangements needed during examination season
- Application of special access arrangements with awarding bodies
- Allocating and training of invigilators.

## **Entries**

- Awarding bodies not informed of entries which prompts release of early information required by teaching staff
- Candidates not entered for exams/assessment
- Exam entry deadlines missed or late, resulting in penalty fees being incurred

## **Pre-exams**

- Exam timetabling, room allocation, invigilation schedules not prepared
- Exam transport not organised, leading to candidates missing their exams
- Parents not informed of pupil exam timetables and transport arrangements
- Candidates not briefed on exam timetables and awarding body information for candidates
- Exam papers and related materials and candidates' coursework not stored under required secure conditions
- Internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

## **On exam day**

Exams/assessments not taken under the conditions prescribed by awarding bodies

Insufficient/untrained invigilators available

Extra time not specified to candidates, calculated accurately or carried out.

Required reports 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**

- No or delayed access to examination results, affecting the distribution of results to candidates
- Results not distributed to relevant staff, parents or pupils.

## **Centre actions:**

- The Head of Centre to ensure there is a Deputy Examinations Officer appointed prior to any exam season, who will be trained to manage and administer the exams in the event the Exams Officer is absent on any of the key dates.
- The Exams Officer to ensure essential information is available to the Head of Centre, Head of Academic, SENCo and members of the Senior Leadership Team.
- Exams Office to apply for leave of absence as early as possible, and organise cover and training with Deputy Exams Officer.
- Exams Officer to ensure exam procedures are followed up to their absence. It is the responsibility of the Exams Officer to organise a handover prior to their absence.

## **2. SENCo absence at key points in the exam cycle**

Potential disruption:

Key tasks in the management and administration of 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**

- 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:**

- Head of Centre to appoint a suitable Deputy SENCo as rapidly as possible, who will follow procedures and practices within the SENCo remit.
- Exams Officer to ensure essential information is available to Head of Centre
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

## **3. Subject teachers extended absence at key points in the exam cycle**

Possible disruption:

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

### **Centre actions:**

- Head of Centre to ensure departmental continuity by requesting an alternative member of staff takes responsibility for the actions above.

## **4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

Possible disruption:

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on exam days
- Invigilator absence on the day of an exam

### **Centre actions:**

- Examinations Officer to maintain a short list of suitable candidates.
- Examinations Officer to ensure that capacity is never exceeded on any one day.
- Surplus of staff to be invigilator-trained prior to start of exams season.
- Head of Centre and Examinations Officer to review training procedures regularly and put in place additional training as required.
- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1)
- Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)
- Examinations Officer to ensure a Incident Log is in place (Appendix 3)

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

Possible disruption:

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on exam days
- Main exam venues unavailable due to an unexpected incident at exam time

**Centre actions:**

- Exams Officer to plan all exams in their rooms prior to the start of the season.
- Exams Officer to work with Deputy Head to organise alternative curriculum for non-exam takers that will have minimal impact on candidates during the season.
- Examinations Officer to continually review all stages of the process.
- In the event of insufficient rooms, The Green Room School Windsor has an agreement in place to rent the following venues: The Swan Pub School Room, The Windsor Leisure Centre Hall, The Studio @ 4 Motion Theatre Company, The Cellar Bar at The Liberal Club and Windsor Boys' School. Emergency Evacuation plans are in place at the venues.

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

Possible disruption:

- System failure at final entry deadline
- System failure during exams preparation
- System failure when organising special access arrangements for English Language examination
- System failure at results release time

**Centre actions:**

- Examinations Officer to contact in-house IT department.
- Examinations Officer and IT department to ensure the English Language examination paper loads correctly on IT systems
- Examinations Officer to contact all Examination Boards in event of disruption
- All disruption to be logged in Exams Incident Log book

## **7. Disruption of teaching time – centre closed for an extended period**

Possible disruption:

- 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 centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- Head of Centre to ensure pupils are able to access curriculum online and are able to provide support in terms of setting and marking coursework/any other preparation for the exams.
- Examinations Officer to advise the Examination Boards as appropriate.
- In extreme circumstances advise candidates they may need to sit exams in the next available series.

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

Possible disruption

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

### **Centre actions:**

- The Exams Officer to communicate with relevant awarding organisations at the outset to make them aware of the issue.
- The Exams Officer to communicate with parents, carers and candidates regarding solutions to the issue.
- Centre to liaise with Exam Boards to sit exams at a different venue.
- Should a significant number of candidates need to be isolated due to sickness, use the alternate venues listed above. All staff are first aid trained.
- Apply for Special Consideration for those affected to the appropriate Exam Boards.

## **9.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:**

- Examinations Officer to check off exam papers as they arrive, prior to locking them away in the safe.
- In the event of non-delivery of exam papers, the Examinations Officer will organise an alternate delivery date with the awarding body.
- In the event of an erroneous delivery of exam papers, the Examinations Officer will communicate with the awarding body for the correct delivery of exam papers prior to exam date.

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

Possible disruption:

- Delay in normal collection arrangements for completed examination scripts

### **Centre actions:**

- It is the Exams Officer's duty to organise the transportation of exam scripts prior to the exam season.
- The centre to communicate with relevant Exam Boards at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant Exam Boards.
- Scripts must be stored securely until such time transport is confirmed.

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

Possible disruption:

- Unforeseen damage to or destruction of completed examination scripts/assessment evidence before it can be marked
- Centre actions:
  - It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or

carers.

- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.
- It may be necessary for the candidates to retake the assessment at the next available opportunity.
- Damaged exam scripts should still be stored in accordance to regulations.

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

Possible disruption:

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

### **Centre actions:**

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.

## Appendix 1

### Exams Day Contingency plan

Exam Item	Location/ Holders Name	Responsibility
Keys to Secure Storage for exam papers and exam stationery	Keys locked in coded safe	Exams Officer Deputy Exams Officer Head of Centre
Exams Office – Centre Timetable	Timetable widely published, copy sent home to parents	Exams Officer
Seating plans	In exam boxes, on Google Drive, pinned on Exams notice board.	Invigilators
Setting out of exam rooms / notices etc.	Attendance sheets in files. Notices in Exam Boxes. Welfare pack in Exam Boxes.	Set up by invigilators
Invigilators	Training on Inset day prior All training and invigilation documents saved on the Drive	Invigilators
Access Arrangements (incl. Cover sheets)	Access arrangements noted on Seating Plans	Exams Officer/ Deputy Exams Officer
Script envelopes / Examiner address labels	In exam room	Exams Officer / Deputy Exams Officer
Exam clashes	Resolution notice in file	Exams Officer/ Deputy Exams Office
Collection of scripts	Invigilators	Invigilators
Collation of scripts	Invigilators Checked off on official attendance registers Official attendance sheets Completed before posting	Invigilators Exams Officer/ Deputy Exams Office
Completion of proof of posting form / posting scripts	Exam script movement log posted inside exams room	Exams Officer/ Deputy Exams Office
Awarding Bodies tel no: WJEC - 02920 265 000 AQA - 0800 197 7162 EdExcel - 03444 632 535 CIE - 01223 553 554		



## Appendix 2

### Policy for Severe Disruption/Evacuation during Examinations

#### Possible Causes

- Unreasonable noise disruption
- Fire/Bomb/Flood Alert during an Examination

#### 1. Unreasonable noise disruption

In the event of a severe disruption in an examination, invigilators are advised to stop the examination, tell the candidates to close their answer books, make a note of the time and summon help (Exams Officer/Deputy Head (Academic)/Second Master/Fire Officer/Main Office) to sort out the problem. Exam room conditions must be maintained.

When the disruption has been resolved the candidates can resume their examination and the time taken to resolve the issue added on at the end of the examinations. The candidates must be supervised at all times and thus the break in the examination can be regarded as 'a supervised rest break'.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. The Exams Officer to make Examining Bodies aware of the disruption if necessary.

#### 2. Fire/Bomb/Flood Alert during an Examination

In the event of a fire alarm or bomb alert sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.

The invigilator should summon assistance, if there is time and it is appropriate, via the Exams officer who will confirm if immediate evacuation is necessary and the School Office will notify the fire officer/relevant authorities. A decision will be made as to whether a full evacuation is necessary.

If the emergency is over quickly, the candidates should resume the examination. A careful note of the time of resumption must be noted and the full time allocated for the examination given to complete the examination, ignoring the interruption.

An incident log (Appendix 3) must be completed with the times of the disruptions noted. and a special consideration form will be filled in so as not to disadvantage the candidates.

#### Procedure for Emergency Evacuation from an Examination

If it is necessary to evacuate the building, the lead invigilator should then stop the examination taking a note of the time and evacuate the building by row and in silence. The candidates must put all exam scripts face down, leave all examination papers, scripts and writing equipment behind, and evacuate the premises in accordance with the school emergency evacuation procedures. The candidates should remain supervised and in silence throughout the emergency. Several other members of staff will be needed to help police this.

In the event of an emergency requiring candidates to evacuate buildings during an examination the normal evacuation point should be used but the candidates must be kept at a distance and in silence from the main body of pupils who will be mustering at the same emergency evacuation point.

At all times invigilators must act in accordance with JCQ's 'Instructions for conducting examination' booklet. They should also summon assistance immediately should an emergency arise.

Silence should be maintained during the time the candidates are outside the examination room.

Section 16 of JCQ's 'Instructions for conducting examination' booklet states:

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to place exam scripts face down, leave all question papers and scripts in the examination room
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and the action taken (Appendix 3), and send to the relevant awarding body.

## Appendix 3

### Exam Incident Log

This incident log is for the exams officer or invigilator(s) to use to record all irregularities that may happen in the exam room at the point of occurrence.

Exam date: Time started: Time finished:	Exam Room:	Exam Paper:	Invigilators:
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Record of incident:

Time	Incident

Recorded by:

Signature:

Date:

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Irregularities are unplanned incidents that could impact on the security of the examination, breach the rules and regulations or affect the conditions that enable candidates to achieve their potential. Examples include: candidate late/very late arrival; suspected malpractice (candidate, centre staff); emergency evacuation; candidate illness/distress; disturbance inside/outside the exam room; unauthorised persons entering the exam room etc.

## 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>

This policy is approved by the Co-CEO of The Green Room Foundation

Date\_\_\_\_\_

Co-CEO\_\_\_\_\_