



# Thomas Telford University Technical College

## Exam Contingency Plan Policy

### Introductory Statement

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Comments			
<i>Monitoring, Evaluation and Review</i>	The Examinations Officer will review this document at least every 2 years, or earlier, where changes to JCQ guidance take place.  Monitoring and Evaluation shall be conducted as part of the examinations review completed annually after each examination season.		

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TTUTC Exam Contingency Plan

**Causes of potential disruption to the exam process:**

1. **Exam Officer extended absence at key points in the exam process (cycle)**

TTUTC Exam Contingency Plan

### **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:**

Action taken at TTUTC to mitigate Exam Officer extended absence at key points in the exam process (cycle):

- Vice Principal to assume responsibility
- To be supported within school by Director of Operations
- Assistance to be requested from Awarding bodies and Exams Officer Network as required.
- Should the vice Principal designated to take over from the Exam Officer be absent, then this role to be undertaken by another Vice Principal (Simon Maxfield)

## **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:**

Action taken at TTUTC to mitigate SENCo extended absence at key points in the exam process (cycle):

- Student Welfare Officer – Claire Gleeson to oversee duties.
- Exam Officer and SLT to support Inclusions Manager to ensure Access Arrangement deadlines are met.
- Learning Support Assistants to be used where necessary.
- Assistance to be requested from Awarding Bodies and SENCo Network group as required.

### 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*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines* **Centre actions:**

Action taken at TTUTC to mitigate staff extended absence at key points in the exam process (cycle):

- Exam Officer to liaise with teaching staff and SLT to ensure all necessary deadlines are met.
- Where necessary Exam Officer to contact awarding Bodies for advice.

### 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:**

Action taken at TTUTC to mitigate lack of appropriately trained invigilators or invigilator absence:

- Exam Officer to review invigilator staffing at the start of each academic year and ensure sufficient Invigilators are recruited and fully trained in plenty of time for the Examination season.
- List of on-call (short notice invigilators to be kept)
- Support staff trained and available to invigilate at short notice.
- Exam Officer available to invigilate.
- SLT to be used.

### 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:**

Action taken at TTUTC to mitigate lack of appropriate rooms or main venues unavailable at short notice:

- Security of Exams to be maintained at all times, students to be supervised until alternative arrangements

have been made.

- Staff offices to be used.
- Library to be closed to students and used as exam room.
- In the event of an unexpected incident, assistance to be requested from nearby schools and venues, and permission sought from Awarding bodies.

## **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:**

Action taken at TTUTC to mitigate failure of IT systems:

- Server off-site back-up available.
- Exam Officer and IT staff have remote access to systems via VPN.

## **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:**

Action taken at TTUTC to mitigate the impact of the disruption:

- SLT to communicate with parents, carers and students about the potential for disruption to teaching time and plans.
- Alternative methods of learning to be made available - on-line resources, SAM Learning, staff e-mail contact.
- Alternative site arranged.

## **8. 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:**

Action taken at TTUTC to mitigate the impact of the situation:

- To liaise with students to identify whether the examination can be sat at an alternative venue in agreement with the Awarding Bodies.
- Students advised to sit examination in next available series or consider moving the start times of the examination (according to the regulations) for all candidates.
- Application to be made to Awarding Bodies for special consideration for students where the minimum requirements have been met. Students are only eligible for special consideration if they have been fully prepared and covered the whole course but are affected by adverse circumstances beyond their control.

## 9. 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 **Centre actions:**

Action taken at TTUTC to mitigate the impact of the disruption:

- Awarding Bodies to be notified immediately.
- Alternative venues to be used in agreement with relevant Awarding Bodies.
- Students offered to sit examination at next examination series.
- Application to be made to Awarding Bodies for special consideration for students where the minimum requirements have been met. Students are only eligible for special consideration if they have been fully prepared and covered the whole course but are affected by adverse circumstances beyond their control.

## 10. Centre evacuation is necessary due to fire alarm, bomb scare, flooding

### Criteria for implementation of the plan

- Assess whether or not to continue the examination, taking into account the length of time that has passed since the official start time; whether the minimum time for remaining in the examination has passed to maintain the integrity of the exam; the amount of time left to complete the exam before another session starts; whether continuing the exam take candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time. **Only if the Head of Centre is completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue the examination.**

### **Centre actions**

Remove candidates to defined evacuation area reminding them that they are still under examination conditions. Keep all invigilation records and contact awarding body.

## 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:**

Action taken at TTUTC to mitigate the impact of the disruption:

- Awarding bodies to provide Exam Officer electronic access to examination materials. Provision to be made to receive, process and store material securely.
- Awarding bodies to source alternative couriers for delivery of hardcopies.

## 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:**

Action taken at TTUTC to mitigate the impact of the disruption:

- Awarding bodies to be advised immediately.
- Secure storage to be arranged for completed scripts until the Awarding Body has made alternative arrangements.

### 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:**

Action taken at TTUTC to mitigate the impact of the disruption:

- Candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding bodies.
- Candidates to re-take affected assessment at subsequent assessment window.
- Application to be made to Awarding Bodies for special consideration for students where the minimum requirements have been met. Students are only eligible for special consideration if they have been fully prepared and covered the whole course but are affected by adverse circumstances beyond their control.

### 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:**

Action taken at TTUTC to mitigate the impact of the disruption:

- Arrangements to be made to access and distribute results at an alternative venue

#### **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-](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance)

[consideration/regulations-and-guidance](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-timelost-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-examscripts-guide>