



# **Archbishop Temple School**

A Church of England Specialist College

## **EXAMINATIONS AND ASSESSMENTS CONTINGENCY PLAN**

**Date Agreed : February 2021**

**To Be Reviewed : February 2022**

**Name of Policy:** Examinations and Assessments Contingency Plan

**Sub-Committee Responsible:** Education & Curriculum Committee

**Lead Responsibility in School:** Assistant Headteacher

**Source of Policy: (Please tick)**

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

**Purpose**

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

**Mission**

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

## **RATIONALE**

At Archbishop Temple School we endeavour to recognise, develop and maximise the intellectual, moral, social, physical, aesthetic and spiritual potential of all involved with the school. We educate all pupils in accordance with the requirements of the National Curriculum, whilst preparing pupils for the world of work, and for life in the community beyond school. As such, Archbishop Temple School fully recognises its responsibilities for external examinations and assessments and, therefore, aims to ensure that the planning and management of these assessments are conducted efficiently and in the best interests of the candidates, and that there are clear guidelines for all relevant staff.

It is the responsibility of all staff involved in Archbishop Temple School's examination and assessment process to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

It is the responsibility of all invigilators employed to invigilate both externally and internally assessed examinations and assessments at Archbishop Temple School to read and understand this plan and to undertake the procedures detailed herein in the event of disruption to the management and administration of examinations and non-examined assessments.

See also: Examinations Policy, Non-Examination Assessment Policy, Non-Examined Assessment Risk Management, Internal Appeals Policy and Procedures and the JCQ Suspected Malpractice in Examinations and Assessments document.

## **AIMS**

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

This examinations policy will be reviewed annually by the head of centre, the SLT member with responsibility for examinations and assessments and the examinations officer, and ratified by the Governors' Education Committee.

## Examinations Contingency Plan

Activity	Adverse Occurrence	Adverse Outcome	Control Measures	Person Responsible
Disruption of teaching time – school is closed for an extended period	When the school is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning	Candidates are insufficiently prepared for (an) assessment(s) or examination(s)	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.</p> <p>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</p> <p>Prioritise candidates who will be facing examinations shortly</p> <p>Advise candidates, for qualifications for which it is appropriate, to sit examinations in the next available series</p>	<p>Exams officer</p> <p>Headteacher</p>   <p>Exams officer</p>
School is unable to open as normal during the examination period	The school is unable to open as normal for scheduled examinations, e.g. flood, fire, power or water supply failure, bomb threat, public health incidents requiring closure of school	Candidates unable to undertake examination/assessment for which they have been entered at the scheduled time and/or date.	<p>Inform relevant awarding organisations as soon as possible.</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate.</p> <p>Open for examinations and examination candidates only, if possible.</p> <p>Use alternative venues in agreement with relevant awarding organisations.</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.</p> <p>Advise candidates, for qualifications for which it is appropriate, to sit examinations in the next available series.</p> <p>Reschedule examination for the JCQ allotted examination contingency date</p>	<p>Exams officer</p> <p>Headteacher and Business manager</p>    <p>Exams officer</p>
Adverse weather conditions		Possible delay of start to exam	Check weather reports. Inform exam board re delay to start. Keep candidates isolated, e.g.	Exams officer

			private silent revisions using their own notes in exam venue until all candidates present (revision resources must be returned to bags before starting exam.) Special consideration applied for.	AHT i/c Exams & Assessment Invigilators
Fire during exam	Evacuation of exams room	Lives endangered, spoiled exam scripts	Evacuation undertaken according to procedures as displayed in all exam venues and in invigilators' instruction folder to ensure integrity of the exam. Evacuation procedures are part of invigilator training. Candidates aware of meeting point. Adequate fire alarms and all in working order.	Business Manager AHT i/c Exams & Assessment Exams officer Invigilators All school staff
Absence of exams officer due to illness on exams day	Exams Officer has keys to exams cupboard, is aware of seating plans, clashes and any access arrangements/special requirements	Exam papers unavailable, delayed start to the exam. Access arrangement candidates not having correct support/rooming during exam.	Duplicate set of keys for the exams cupboard in wall mounted key safe for which headteacher and SLT i/c exams have knowledge of the access code. Seating plans and lists of candidates are available on SIMS for SLT i/c exams to print. Exams day to day instructions given to all staff and pupils before exam season starts. Invigilation folder and next day's resources prepared and in exam cupboard.	Exams officer AHT i/c Exams & Assessment Headteacher
Candidates unable to take examinations because of a crisis – school remains open	Candidates are unable to attend school to take examinations as normal e.g. sickness bug, close family bereavement, transport accident involving one or more candidates	Candidate unable to undertake examination/assessment for which they have been entered at the scheduled time and/or date.	Communicate with relevant awarding organisations at the outset to make them aware of the issue. Communicate with parents, carers and candidates regarding solutions to the issue. Seek proof of circumstances as appropriate, e.g. written confirmation from a medical professional on NHS letter headed paper. Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations. For qualifications for which it is appropriate, offer candidates an opportunity to sit any examinations missed at the next available series.	Exams officer

			Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.	
Candidates unable to take examinations because of a national crisis – school remains open	All candidates unable to attend school to take examinations as normal	Candidate unable to undertake examination/assessment for which they have been entered at the scheduled time and/or date.	Access and implement guidance from Ofqual. Follow guidance from and communicate with awarding organisations. Communicate with staff regarding national procedures and their implementation. Communicate with parents, carers and candidates regarding national procedures in the circumstance.	Exams officer AHT i/c Exams & Assessment Headteacher
Candidate late for exam		Other candidates might be disrupted by late arrival of student. Candidate may no longer be entitled to the full time allowance for the assessment. Candidate may not be allowed to undertake the examination/assessment.	Reception to inform exams officer of late arrival. Invigilators and subject leader/teacher to be made aware of late candidate. Candidate to be accommodated in most appropriate venue when lateness of arrival is within the limits detailed by awarding bodies and JCQ. Very late candidates reported to exam board by exams officer.	Receptionist Exams officer
Candidate taken ill during exam		Possible disruption to other candidates	Invigilators made aware of procedure during invigilator training. Exams officer and first aider called. Special consideration for all candidates.	Exams officer Invigilators First aiders
Computer malfunction	Exam entries/amendments cannot be made by EDI  Candidates are unable to engage in on-screen assessment	Exam board deadlines cannot be met resulting in charges for late fees  Candidates are unable to commence or complete the unit assessment at the designated time and date.	Inform ICT support team. Make paper exam entries. Details of paper entries are kept on file in exams office.  Inform ICT support team. Contact awarding body to inform and to re-schedule sitting of the on-screen examination.	Exams officer ICT support  Exams officer ICT support
Non receipt of exam papers	Unable to hold exam/delayed start.	Delays and upset to candidates.	Maintain checks on receipt of exam papers. Contact exam boards in good time for any missing papers. Arranging alternative courier as necessary.	Exams officer

			Request download of digital paper from awarding bodies' secure websites. Photocopy additional papers immediately prior to examination and notify exam board if necessary. Supervise candidates in exam rooms, keeping them calm and focused.	AHT i/c Exams & Assessment Invigilators
Wrong entry made – incorrect paper		Affects candidate grade	Checks by candidate on personal statement of entry/timetable. Subject teacher to sign off entries before entry deadline.	Candidates Subject leaders and teachers Exams officer
Receiving late entry information	Deadline not met	Late fees will be charged to subject budgets. Extra administrative work for exams officer.	Subject leaders to be aware of all exam deadlines and to check and sign off entry mark sheets before deadline.	Subject leaders Exams officer
Disruption to the transportation of completed examination scripts	Delay in normal collection arrangements for completed examination scripts	Integrity and security of scripts at risk.  Candidates' scripts not delivered to awarding body in sufficient time for distribution to markers.	Communicate with awarding organisations to organise alternative delivery of papers. Ensure scripts stored in awarding body sealed packaging and secured securely in examinations store. Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier.	Exams officer
Assessment evidence is not available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at school destroys completed examination scripts	Candidates' scripts/submissions not available for delivery to awarding body resulting in potential loss of credit towards qualification/s.	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	Exams officer
Candidate caught cheating/being disruptive during exam		Possible disruption to other candidates	Invigilators report problem. Warning to candidate(s) involved by SLT. Exams officer and SLT to deal with malpractice issues if continued after warning. Parents informed. Malpractice form completed.	Invigilators Exams officer AHT i/c Exams & Assessment

School is unable to download results	Computer used to access results fails The centre is unable to open to access the network	Students may not have access to their results on the designated day in order to register at colleges and centres of further education and training.	Use centre laptop at an alternative venue as necessary. Access results directly via awarding bodies' online secure access portal. Collate results into a single results sheet per candidate, stamped with the school stamp. Results manually imported into SIMS for analysis.	Exams officer AHT i/c Exams & Assessment
School is unable to distribute results as normal	School is unable to access or manage the distribution of results to candidates.	Students may not have access to their results on the designated day in order to register at colleges and centres of further education and training.	Contact awarding organisations about alternative options. Make arrangements to access results at an alternative site. Share facilities with other schools/colleges if possible. Contact colleges and centres of further education and training to inform of the situation.	Exams officer  AHT i/c Exams & Assessment