



Examinations Contingency Plan

Reviewed on 20 October 2022

Review: Annually



Examinations Contingency Plan

Mission Statement

“Love one another as I have loved you” (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process at Christ the King Catholic High School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our examination 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.

Causes of potential disruption to the examination process

1. 1. Head of Centre extended absence during the examination cycle

- SLT will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series;

2. Examinations Officer extended absence at key points in the examination cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the examination cycle not undertaken including:

1. Planning

- Annual data collection exercise not undertaken to collate information of qualifications being delivered
- Annual examinations plan not produced identifying essential key tasks, key dates and deadlines
- Sufficient invigilators not trained

2. Entries

- Awarding bodies not informed of estimated entries which prompts release of early pre-release material required by teachers
- Candidates not being entered with awarding bodies for external examinations
- Awarding body entry deadlines being missed which would incur late fees

3. Pre examinations

- Examination timetabling, room allocation and invigilation schedules not prepared
- Candidates not receiving examination timetables and information for candidates notices
- Examinations not stored under requires secure conditions
- Internal assessment marks and samples not submitted to moderators
- Access arrangements not applied for

4. Examination time

- Examinations not taken under the conditions prescribed by awarding bodies
- Required reports/requests not submitted to awarding bodies during examination periods e.g. very late arrivals, special consideration, suspected malpractice
- Candidates' scripts not dispatched as required to awarding bodies

5. Results and post-results

- Access to examination results affecting the distribution of results to candidates
- The facilitation of the post results services
- 'Tables Checking' exercise not being actioned/results amended on DfE website

Centre actions:

6. Headteacher/School Business Manager to assign roles to SLT to take over the administration

3. SENCO extended absence at key points in the examination cycle

Criteria for implementation of the plan

Key tasks required in the management of the access arrangements process within the examination cycle not undertaken including;

Planning

Candidates not tested to identify potential access arrangement requirements

Evidence of need and evidence to support normal way of working not collated

Pre-examination

- Liaison with Examinations Officer for access arrangements approval not being undertaken
- 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
- *Examination time*
- Access arrangement candidate support not arranged

Centre actions

- Headteacher to source specialist teacher services for testing
- SEN HLTA to work with Examinations Officer to cover other areas of the role

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

Criteria for implementation of the plan

Key tasks not undertaken including:

- *Estimated entry information not provided to the Examinations Officer on time resulting in pre-release papers not being received*
- *Final entry information not provided to the Examinations Officer on time resulting in:*
- Candidates not being entered for exams or being entered late
- Late fees being charged by awarding bodies
- Internal assessment marks and work not provided to Examinations Officer to meet submission deadlines

Centre actions

- Headteacher to nominate an acting Head of Department to cover role/tasks

5. Invigilators- lack of trained invigilators or invigilator absence

Criteria for implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct examinations
- Invigilator shortage on peak examination days
- Invigilator absence on day of an examinations

Centre actions

- Training is done well in advance. Internal invigilators to be used appropriately. Internal invigilators to be used to cover absence

6. Examination rooms- lack of appropriate rooms or venue unavailable at short notice

Criteria for implementation of the plan

- Examinations Officer unable to identify appropriate rooms during examination timetable planning
 - Insufficient rooms available on peak examination days
 - Main examination venue unavailable due to an unexpected incident at examination time
- Centre actions*
- In an emergency the Sports Hall could be used for examination purposes
 - Rooms assigned to Learning Support to be used

7. Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
 - MIS system failure during examinations preparation
 - MIS system failure at results release time
- Centre actions*
- Examinations Officer to liaise with the IT Co-ordinator
 - Examinations Officer to contact awarding bodies to inform of situation
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8. 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*
- Headteacher/SLT to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this

9. 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*
- Consideration would be given on an individual basis as to why they were unable to attend the examination centre. Special consideration would be applied for where appropriate

10. Centre unable to open as normal during the examination period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations
- Centre actions*
- Headteacher to liaise with Local Authority regarding alternative venue
 - The Examinations Officer to liaise with the Headteacher and relevant awarding bodies at the outset to make them aware of the issue

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
- The Examinations Officer to communicate with awarding bodies to organise alternative delivery of papers

12. Disruption to the transportation of completed exam scripts

Criteria for implementation of the plan:

- Delay in normal collection arrangements for completed examination scripts
Centre actions
- Scripts to remain securely stored in the examinations hold or Office Manager to transport them to Post Office for collection by Parcelforce

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
- Examinations Officer to contact awarding body for advice

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
- Examinations Officer to contact awarding bodies about alternative options
- Headteacher to arrange contacting parents regarding alternative arrangements