



Valley College

EXAM/ACCREDITATION CONTINGENCY PLAN

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam/accreditation process at Valley College. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Exam officer extended absence at key points in the exam process (cycle)

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
- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- confidential 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.
- access to examination results affecting the distribution of results to candidates ;
- the facilitation of the post-results services.

Centre actions:

- To maintain a rolling programme of training and mutual support to ensure that all coverers for the Exams Officer are kept abreast of changes to legislation, procedures and administrative systems congruent with covering in the absence of the Exams Officer.
- To have two members of the senior management team trained in the issuing and security of examination papers also, namely the Deputy Head and Assistant Head (Academic).
- To have the Deputy Head and Assistant Head (Academic) present on the days leading up to and in the aftermath of all public examination result publications in order to mitigate against the unexpected absence of the Exams Officer.

Teaching staff extended absence at key points in the exam cycle

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:

- Implementation of a robust system of absence cover for teaching staff, including those within each department who can step in to replace absent colleagues.
- Internal deadlines set in place by the Exams Officer prior to external deadlines to allow the Exams Officer, relevant department and Deputy Head to pre-empt any missed deadlines and to seek the appropriate information from other staff members.

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:

- Active and proactive recruitment of a bank of invigilators well ahead of time.
- Continual rolling programme of staffing.
- Internal invigilation of internal examinations by teachers up to the same standard as for public examination invigilation, allowing the use of teaching staff as needed to invigilate.

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:

- Proactive creation of alternative venues as part of school development plan
- Working as part of a consortium of Exams Officers who can provide alternative venues in the light of a major site event that disables examination rooms.

Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- System failure on exam days
- MIS system failure at results release time

Centre actions:

- Creation of an IT Crisis event management plan.
- IT support available on demand
- Maintenance of hard copy records and electronic backup files of final entries, seating plans etc.

Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

- Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of disruption:

- Creation of a Lock Down event management plan.
- School/college Crisis Plan

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:

- Centre to communicate issues promptly to awarding bodies, staff and parents/guardians through website.
- School/college crisis plan in place in case of long-term isolation or closure of the site –

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:

- Centre to inform awarding bodies and advocates
- Centre to seek alternative venue for the sitting of examinations.
- Offer opportunity for candidates to sit the examination at the next available session.
- Apply to the awarding bodies for special consideration where relevant.

Centre unable to open as normal during the exams period

(including in the event of the Centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

Centre actions:

- Centre to inform awarding bodies and advocates
- Centre to seek alternative venue for the sitting of examinations.

- Centre to explore alternative methods of teaching students during the period of closure e.g. Skype, video-conferencing, Zoom etc.

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:

- Centre to inform awarding bodies
- Centre to seek the advice of the examination board regarding isolation requirements for students until examination papers can be obtained if appropriate and to implement a isolation plan for the students effected, informing parents.
- If isolation is required overnight, to enact this isolation at a secure site and contact advocates as appropriate.
- source alternative couriers for delivery of hard copies
- obtain electronic access to examination papers via a secure external network
- arrange for a fax of examination papers if electronic transfer is not possible

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:

- Inform the awarding bodies of the nature of the occurrence.
- Maintain in safe manner any remains of scripts/assessment evidence.
- Provide photographic/video evidence and swift written reports of the nature of the damage or destruction of the scripts/assessment evidence for the awarding organisations' verification.
- awarding organisations generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement, as defined by the awarding organisations in consultation with the regulators e.g. from mock examination marks, interim assessments, predicted grades etc.
- candidates retake the assessment that has been affected at a subsequent assessment window, if possible.

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

Centre actions:

- Contact the awarding organisations to discuss alternative options.

Widespread national disruption

In the event of widespread sustained national disruption, the government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

	Name/Initials:	Date:
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Reviewed:		