

# **Academy@Worden Contingency Plan 2017/18**

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### **Purpose of the plan**

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

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

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

#### **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 action taken at Academy@Worden to mitigate exam officer extended absence at key points in the exam process (cycle):  
Planning - Under the guidance of the Deputy Head teacher, will distribute by email to HOF's their intention for entries ie. exam board, codes, how many pupils. Will download from exam board websites key dates calendars with deadlines highlighted and inform SLT. Ask the Business Manager to contact all invigilators and make sure we have enough to cope with all the GCSE's. If necessary will need to recruit and train as per JCQ guidelines. Entries - Not all exam boards now need estimated entries, only specific subjects ie Art, Graphic Products who need pre-exam materials will need estimated numbers.

Deputy Head will distribute mark sheets with entry details to all HOF's to ascertain which pupils will be entered for exams. Deputy Head will be aware of all deadlines and will make sure all staff have entry details back before the deadline in order to miss late fees. Pre-Exams - Once all the entries have been submitted the Deputy Head will be able to print off a GCSE timetable, from this they will be able to start planning rooms, invigilators and exam timetabling. Once pre-exam materials start to come to the centre the Deputy Head will make sure the materials have been logged and passed on to the subject leaders. Any exam or assessment work will be kept secured in the exam officer secure cupboard. HOF's will know the deadline for all internal assessment marks and the Deputy head will make sure all data

will be submitted to awarding bodies in time for moderators to be in touch. All assessments will be posted out before deadlines. Exam time - Once all the planning has been put in place the exams/assessments will take place under the specific instructions as per awarding bodies. Any pupils requiring special arrangements, scribes, readers will be placed in appropriate rooms. All rooms will have attendance registers/late arrival forms/exam log to note any indiscretions that may occur during the exams. All invigilators and TA's will be briefed before all exams as to any incidents to be reported to the Deputy Head teacher who will then assess the situation and consult JCQ guidelines. After all exams the Lead invigilator will ensure all papers are collected and given to the Deputy Head teacher to seal, complete necessary paperwork and leave in the main office for collection. If exams not collected the office must notify the Deputy Head in order for Parcel force to be contacted. Any papers left must be kept in the secure lock up overnight. Results and post results - The Deputy Head will ensure all pupils and staff know the date for results day and what times the pupils need to come into school to collect their results. The Deputy Head will make sure all patches are in place with the IT manager in order for the results to be downloaded successfully. All previous results and information will be printed and ready for the results day.

## **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

Action taken at Academy@Worden to mitigate SENCo extended absence at key points in the exam process (cycle): Planning

- Deputy Head will ask all staff to identify any pupils from Y9 who potentially will require access arrangements. Staff will be emailed the application for access arrangement for completion of any evidence they have regarding pupils. This will be passed on to the Senco/TA's for the pupils to be tested. Pre-Exams - Once all the data has been received the SENCO will complete form 8 with all the necessary information so access arrangements can be applied for. The Deputy will know the deadline dates for access arrangements. Any pupils requiring modified papers will be identified and the papers ordered in time on the access arrangements site, which is usually before the access arrangements deadline. Again the Deputy Head will be aware of all the key dates. TA's will be up to date in their training for readers/scribes, any new members of staff will require the specific training and this will be organised by the Senco. All pupils requiring access arrangements for exams will have separate rooms pre-booked and the relevant number of staff allocated. This will be part of the planning in section 1.

## **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 or other penalty fees being charged by awarding bodies.

Internal assessment marks and candidates' work not provided to meet submission deadlines  
Action taken at Academy@Worden to mitigate staff extended absence at key points in the exam process (cycle): The exams officer will ensure all teaching staff have the necessary entry information. Any staff absent this will be passed on to the HOF's and they will oversee this. Staff will be given a deadline for the entries to be passed on to the exam officer in order for them to enter all pupils within the allotted time as not incur any late fees. Internal assessments marks - all staff will know all deadline dates for marks to be passed to the exam officer in order for them to be submitted on time and posted to the moderator/examiner.

#### **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

Action taken at Academy@Worden to mitigate lack of appropriately trained invigilators or invigilator absence: All invigilators will attend yearly meetings/training days, in order for the exam officer to make sure any changes can be passed on to all invigilators. Any shortage of invigilators will be assessed and any recruitment will be done well in advance of any exam season. The exam officer will liaise with the Business Manager for advert and job description. All invigilators will be notified of the exam dates and know that if any shortage of staff on peak exam dates they can be notified to come in a short notice. The exam officer has all contact numbers on file. As above any invigilator absence on the day of an exam, the exam officer will ask the Business Manager to contact the list of invigilators to make sure the absence will be covered. They will make sure the exam officer is kept up to date and that the exam will be covered.

#### **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

Action taken at Academy@Worden to mitigate lack of appropriate rooms or main venues unavailable at short notice: The exam officer will plan well in advance and will be able to identify and problems with lack of rooms for the exam season. This will be passed on to SLT who will be able to make adjustments to timetabling of rooms in order for all exams to take place causing no disruption to exams. If an unexpected incident happens and the centre will not be able to hold any exams, SLT will make sure that another venue will be on standby. Local conference centre or another high school. SLT will ensure all chairs/tables and exam facilities will be transported to the necessary venue. All pupils will be transported to and from the new centre.

## **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

Action taken at Academy@Worden to mitigate failure of IT systems: MIS is backed up onsite and offsite. The MIS system has a real time replication on site which means downtime is limited to a couple of hours. The main server is in 17M and the back-up is down B corridor.

## **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.

Action taken at Academy@Worden to mitigate the impact of the disruption: Any disruption of teaching time caused by the centre closing for an extended period of time. SLT will hire a local conference centre or link with another local high school in order to cause least disruption to all pupils. Parents will be contacted informing them of any closures by text/website or local radio. Once a new centre is organised, SLT will meet with all parents keeping them informed of updates.

## **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.

Action taken at Academy@Worden to mitigate the impact of the disruption: SLT/Exams officer will contact exam boards informing them of candidates being unable to take exams due to an unexpected event. Exam boards will need to advise the centre the procedure they need to set in place regarding exams not being able to go ahead. Pupils and parents will be kept informed of any notifications.

## **9. Academy@Worden unable to open as normal during the exams period**

Criteria for implementation of the plan.

Academy@Worden unable to open as normal for scheduled examinations.

Action taken at Academy@Worden to mitigate the impact of the disruption: SLT/Exam officer to notify all exam boards regarding the centre not be able to open due unexpected event. SLT to find alternative accommodation. See section 7 regarding alternative arrangements (hire a conference centre or link with a local school). Exams officer will need to make sure all papers are kept secure and if necessary to print off from exam website.

## **10. 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.

Action taken at Academy@Worden to mitigate the impact of the disruption: The exam officer has the GCSE timetable printed off and knows in advance from all exam boards when

papers are likely to be distributed. The exam officer will have an exam papers log sheet and will note all papers when they arrive. The exam officer will contact the exam boards regarding the papers not being received, exam boards will need to make sure any other centres have had the same problem as this would cause all papers to be disqualified and new papers would need to be produced. If the papers have not been received on the day of the exam, the exams officer will log on to the secure website of the exam board and print off the exam papers.

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

Criteria for implementation of the plan.

Delay in normal collection arrangements for completed examination scripts.

Action taken at Academy@Worden to mitigate the impact of the disruption: Parcel force is in contact with the exam officer and will know when exams start and finish at each centre. The exam officer will instruct the main office to make sure they are kept informed if the papers are not collected at the allotted time. The exams officer will contact Parcel force to ascertain why the papers have not been collected. They will make sure they are collected at the earliest convenience. If the papers are delayed for a week the exam officer will contact the exam board to make alternative arrangements for the papers to be collected.

### **12. 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.

Action taken at Academy@Worden to mitigate the impact of the disruption: In the event of any destruction of completed scripts or assessment evidence before it has been marked, the head of the centre must inform the necessary exam board.

The exam board will inform the head of what action is needed to be taken. Assessment marks can be submitted and the relevant paperwork for lost coursework from the JCQ website can be completed and sent to the exam board. The centre will investigate how this has happened and report all findings to the exam board.

### **13. Academy@Worden 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.

Action taken at Academy@Worden to mitigate the impact of the disruption: The centre will notify all exam boards informing them of the alternative arrangements the centre has put into place to download and print off the exam results. If there is an IT malfunction MIS is backed up onsite and offsite. The MIS system has a real time replication on site which means downtime is limited to a couple of hours. The Deputy Head and exam officer hold all secure website passwords so will be able to access from other sources. If the centre is unable to open, SLT will organise another venue and pupils/parents/staff will be notified in advance of the changes.

**Causes 7-13 all scenarios, criteria and specific communications have been taken directly from the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland***

**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>**

**<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>**

**\*Hyperlinks provided in this document were correct as of September 2015**