

Key staff involved in Contingency Plan:

Role	Name(s)
Head of Centre	Doug Thomas
Exams Officer Line Manager (Data and Communications Manager)	Rebecca Newey
Exams Officer	Angela Poleykett & Carla Allen
SENCo	Susie Tichband/ Lois Hook/Sue Stapley
SLT Member(s)	Doug Thomas, Helen Ellis, Ben Thomas
ICT Technicians	Dean Ray, James Newman

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 West Sussex APC. 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.

At all times the Data and Communications Manager, the Data and Examinations Officers, and Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

This plan confirms West Sussex APC is compliant with the JCQ regulation (Section 5.3, General Regulations for approved centres 2018-2019) that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership to act immediately in the event of an emergency or staff absence.

Alongside internal processes, this plan is informed by the Exam system contingency plan: *England, Wales and Northern Ireland* which provides guidance in the publication what schools and colleges and other centres should do if exams or other assessments are seriously disrupted.

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
 - 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
- *Results and post-results*
 - access to examination results affecting the distribution of results to candidates
 - the facilitation of the post-results services

Centre actions:

- Data and Communications Manager to liaise with Head Teacher, over responsibilities should absence of Data and Exams Officer have the potential to affect meeting of deadlines.

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
 - centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010.
 - 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
 - centre-delegated arrangements not put in place.
 - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
 - staff (facilitators) providing support to access arrangement candidates not allocated and trained
- *Exam time*
 - access arrangement candidate support not arranged for exam rooms

Centre actions:

- Head Teacher responsible for ensuring position is filled should absence have the potential to disrupt exam preparation.

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
 - non-examination assessment tasks not set/issued/taken by candidates as scheduled.
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centres marking.
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- The Examinations Officer to liaise with Heads of Centres, to ensure all necessary deadlines are adhered to. Where this is not possible, the EO will liaise with the relevant Awarding Body and act upon advice received.

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:

- The Data and Communications Manager and Data and Examinations Officers will review the invigilation staffing at the start of each Exam Period to ensure sufficient staff are available and trained in a timely fashion.
- The Data and Exams Officer will liaise with Heads of Centre if outside invigilators are required.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Data and Exams Officers 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:

- The Data and Exams Officers will liaise with Heads of Centres to ensure there are adequate rooms available for examinations.
- Alternative venues to be made available by Heads of Centres in the event of an unexpected incident.

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:

- The Data and Exams Officers to contact awarding bodies directly to arrange alternative methods of information exchange.
- Data and Communication Manager and ICT Technicians to be informed.

7. 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:

- Head Teacher to manage all such incidents.
- Priority given to exam cohort.
- Data and Exams Officers to contact awarding bodies for advice regarding special consideration.
- Centres to communicate with parents.

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:

- Head Teacher to manage all such incidents.
- Priority given to exam cohort.
- Data and Exams Officers to contact awarding bodies for advice regarding special consideration.
- Centres to communicate with parents.

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:

- The Data and Exams Officers will contact the relevant Awarding Body to discuss alternative arrangements and liaise with the SENDCOs to take appropriate action.

10. 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

**In the event that the Head Teacher decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.*

Centre actions:

- The Data and Exams Officers will contact the relevant Awarding Body to discuss alternative arrangements and liaise with the Head Teacher and Data and Communications Manager to take appropriate action.
- Open for Exam candidates only if possible.

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 Data and Exams Officers will communicate with awarding bodies to ensure delivery is taken in time or an alternative arrangement is in place (secure download etc)

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:

- The Data and Exams Officers will communicate with awarding bodies for approval of alternative delivery 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:

- The Data and Exams Officers will contact the awarding bodies immediately to notify them of any such incidents and act upon advice given.

14. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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:

- The Data and Communications Manager and Data and Exams Officers to assess alternative arrangements for issuing results with regulators and act upon advice given.
- Head Teacher to inform students and parents about delay.

*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

Further guidance to inform procedures 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>

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 - Contingency planning

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

JCQ

Guidance on *alternative site arrangements*

<https://www.jcq.org.uk/exams-office/online-forms/guidance-notes-on-alternative-site-arrangements>

Instructions for conducting examinations

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Guidance on *access arrangements and special consideration*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

Monitoring and Review

This policy will be monitored and reviewed annually.

ISSUED	April 2016
ADOPTED BY WSAPC	April 2016
RATIFIED BY GB	May 2016
REVIEWED	December 2018
NEXT REVIEW DATE	December 2019