



Policy Document

Exams Contingency Policy

Created by: Jamie Read
Next review date: 05/09/2019

EXAMS CONTINGENCY POLICY

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 READ 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.

This plan complies with JCQ general regulations (section 5) in that:

The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”

Causes of potential disruption to the exam process

1. 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 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

Centre actions:

- Joint Chief Executives to take over and seek to nominate a deputy.

2. Head of Course with SENCo responsibilities extended absence at key points in the exam cycle

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

Centre actions:

- Head of Course to nominate a deputy and an administrative assistant to cover role.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

- 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:

- Internal invigilators to be utilised alongside the external team of trained staff.

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

- 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:

- Alternative venues to be sourced within college premises (eg additional rooms at Park).

6. Failure of IT systems

- Computer system failure at final entry deadline
- Computer system failure during exams preparation
- Computer system failure at results release time

Centre actions:

- The centre to communicate with relevant awarding organisations at the outset to resolve the issue.

7. Disruption of teaching time – centre closed for an extended period

- 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 with parents, carers and students about the potential for disruption to teaching time and plans to address this. Online tutorials may be used under these circumstances.

8. Candidates unable to take examinations because of a crisis – centre remains open

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.

9. Centre unable to open as normal during the exams period

- Centre unable to open as normal for scheduled examinations

Centre actions:

- A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible.

10. Disruption in the distribution of examination papers

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions:

- The centre to communicate with awarding organisations to organise alternative delivery of papers.

11. Disruption to the transportation of completed examination scripts

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- The centre to communicate with relevant awarding organisations at the outset to resolve the issue.

12. Assessment evidence is not available to be marked

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

- It is the responsibility of the head of centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.

13. Centre unable to distribute results as normal

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centres to contact awarding organisations about alternative options.

Centre actions:

- Centres to contact awarding organisations about alternative options.