



Ortu Gable Hall School
Knowledge nurtures wisdom

Examination Contingency Plan
2020/21

First port of call is
TMC – HG – CE

Assume TMC as starting point until crisis

Reviewed: December 2020
Next Review: September 2021



Contents

Contents

Purpose of the plan	3
Possible causes of disruption to the exam process	3
1. Absence of Head of centre, or a member of the senior leadership team with oversight of examination administration	3
2. Exam Officer extended absence at key points in the exam process (cycle)	3
3. ALS lead / SENCo extended absence at key points in the exam cycle.....	4
4. Teaching Staff extended absence at key points in the exam cycle.....	4
5. Disruption of teaching time:.....	5
- Centre closed for extended period/Candidate extended absence.....	5
6. Invigilators – lack of appropriately trained invigilators or invigilator absence	5
7. Exam Rooms – lack of appropriate rooms or main venues unavailable at short notice	5
8. Failure of IT systems	6
9. Emergency evacuation of the exam room (or centre lock down)	6
10. Centre unable to open as normal during the examination period	6
11. Candidates unable to take examinations because of a crisis – centre remains open.....	6
12. Damage to completed examinations scripts	7
13. Disruption to the transportation of completed examinations scripts	7
14. Assessment evidence is not available to be marked.....	7
15. Centre unable to distribute results as normal.....	7

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 Ortu Gable Hall School. 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.

1. A central calendar of deadlines – CE/HG/FE
2. JR – all substitutes training agreed
3. Core team : CE/HG/FE/HODs/NT
 - i. EO - Tracey Munday-Clayton (TMC)
 - ii. Data – Jonathan Rate (JR)
 - iii. Hassenbrook EO – Pauline Wilson (PW)
 - iv. Hassenbrook DM – Jackie Eastwood (JE)
4. Alternative venues are –
 - a. Hassenbrook
 - b. Corringham Primary School
 - c. Pegasus
5. Exam/data strategy meeting (CE/HG/TMC/JR)

Possible causes of disruption to the exam process

1. Absence of Head of centre, or a member of the senior leadership team with oversight of examination administration

- *Escalate role to the CEO*

2. 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 collage information on qualifications and awarding body specification being delivered. (CE/HG/FE/JR/ HODs)
 - Annual exams plan not produced identifying essential key tasks, key dates and deadlines (HG/FE)
 - Sufficient invigilators not recruited and trained (SF/NT)
- *Entries*
 - Awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff (HG/SL's/JR)
 - Candidates not being entered with awarding bodies for external exams / assessment (CE/HG/ HODs /PW)
 - Awarding body entry deadlines missed or late or other penalty fees being incurred. (CE/HG/FE/HODs)
- *Pre-exams*
 - Exam timetabling, rooming allocation; and invigilation schedules not prepared (HG/PW)
 - Candidates not briefed on exam timetables and awarding body information for candidates (JR)
 - Exam / assessment materials and candidates' work not stored under required secure conditions (CE/HG)
 - Internal assessment marks and samples of candidates' work not submitted to awarding bodies / external moderators. (HG/CE/ HODs)
- *Exam Time*

- Exams / assessments not taken under the conditions prescribed by awarding bodies (CE/HG/FE)
- Required reports/requirements not submitted to awarding bodies during exam / assessment periods e.g. very late arrival, suspected malpractice, special consideration (HG/CE/PW)
- Candidates' scripts not dispatched as required to awarding bodies (CE/PW)
- Access arrangement candidates support not arranged for exam rooms (FE/CE/SENCo)
- *Results and post results*
 - Access to examination results affecting the distribution of results to candidates (CE/JR)
 - The facilitation of the post-results services (SLT/CE/JR)

Centre actions:

- Head of Centre to appoint member of administrative staff to take over responsibilities should absence of EO have the potential to affect the meeting of deadlines. (CE/HG/JR)
- Staff member to work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time. This will be done under the supervision of the Deputy Head and Head of Centre. (HG/CE/HODs)

3. ALS lead / 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 exam cycle not undertaken including:

- *Planning*
 - Candidates not tested / assess to identify potential access arrangement requirements (CS/FE)
 - Evidence of need and evidence to support normal way of working not collated (CS/FE/RV)
- *Pre-exams*
 - Approval for access arrangements not applied for to the awarding body (CS/FE/TMC)
 - Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline (FE/CS/TMC)
 - Staff providing support to access arrangement candidates not allocated and trained. (FE/CS/TMC)
- *Exam time*
 - access arrangement candidate support not arranged for exam rooms (FE/CS/TMC)

Centre actions:

- Head of Centre responsible for ensuring position is filled should absence have the potential to disrupt exam preparation.
- SENCo responsible for students requiring access arrangements have met the criteria to apply for Access Arrangements online. (CS/TMC/JR)
- SENCo and EO to ensure access arrangements are in applied for by the summer term of Year 10 for all students where possible. (CS/TMC)
- EO to plan access arrangements for exam days in advance of the summer series, in consultation with SENCo. (CS/TMC/JR)

4. Teaching Staff 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 exam cycle not undertaken including:

- *Early / estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received. (line manager (SLT/HT) HG calendar 2 weeks before*
- *Final entry information not provided to the exams officer on time; resulting in:*
 - Candidates not being entered for exams / assessments or being entered late (as above)

- Late or other penalty fees being charged by awarding bodies (CE/DS)
- *Internal assessment marks and candidates' work not provided to meet submission deadlines (line manager/HT/HG calendar)*

Centre actions:

- EO responsible for ensuring deadlines are met for estimated entries. Any omissions to be referred to Head of Centre.
- Head of Centre responsible for ensuring the priority for teaching is the examination cohort and staff will be covered in good time, by trained professions, in all circumstances. (CE/HODs)

5. Disruption of teaching time:

- Centre closed for extended period/Candidate extended absence

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*
- *Limited candidate attendance over an extended period, interrupting the provision of normal teaching and learning*

Centre actions:

- Head of Centre responsible for finding alternative venues / methods of learning. (CE→HG→HOD)
- Priority given to exam cohort.(HOY)
- Centre to communicate with parents and students. (CE/FE/HOY)
- Finding alternate education provisions to included candidates with extended absence (FE/NJ)

6. 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. (CE/NT)*
- *Invigilator shortage on peak exam days (CE/HG/FE/SLT)*
- *Invigilator absence on the day of an exam (CE/HG/FE/SLT)*

Centre actions:

- SENCo to ensure access arrangements are processed by the autumn term to confirm invigilator requirements for the spring and summer exams series'
- EO responsible for recruitment of invigilators by the spring term for the summer series. Advance planning required to ensure enough are available for the sittings
- Head of Centre to be informed if recruitment necessary. (TMC/CE)
- Cover supervisor and Examinations Administrator Staff to also receive updated exam invigilator training to ensure back up is available in case of invigilator absence (TMC)

7. 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 (CE/HG/HODs)*
- *Insufficient rooms available on peak exam days (as above)*
- *Main exam venues unavailable due to an unexpected incident at exam time. (CE/HG/SLT)*

Centre actions:

- EO responsible for ensuring planning of rooms is completed by the end of the spring term to identify potential rooming issues

- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident. (CE/HG/HODs)
- Head of Centre to liaise with EO to ensure no disruption due to room shortages. (HT/CE 1 week in advance)

8. Failure of IT systems

Criteria for implementation of the plan

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

Centre actions:

- Communicate with Capita as first instance (IT Support)
- Implement Disaster recovery plan (IT Support)
- Head of Centre to be informed. (TMC/JR)
- EO to contact awarding bodies directly complete entries via online portals (TMC/JR)
- EO to use mock exams spreadsheet and paper based system (TMC)
- Print results via online portals (TMC/JR)

9. 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 of Centre/EO to contact awarding bodies directly for advice
- EO/Invigilating team to complete incident report

Refer to Centre Lockdown Policy

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:

- Open for candidates only if possible. (CEO/CE/SLT/TMC)
- Use alternative venue, in agreement with awarding organisations. (CEO/CE/TMC)
- Offer students the opportunity to sit the next series. (CE/TMC)
- EO to inform relevant awarding body/bodies (CE/TMC)

11. 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:

- Procedures for absence outlines to students in examination information given each year (EO/HG)

- EO to liaise with student and parents to find alternative venue / advise on next opportunity to sit the examination / apply for special consideration as required. (TMC/CE)

12. Damage to completed examinations scripts

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:

- EO to communicate with awarding bodies immediately
- Student marks to be submitted based on appropriate evidence (CE/HG/HODs)
- Candidates offered the opportunity to retake in subsequent series (CE/TMC)

13. Disruption to the transportation of completed examinations scripts

Criteria for implementation of the plan

- *Delay in normal collection arrangements for completed examination scripts.*

Centre actions:

- EO to communicate with awarding bodies for approval of alternative delivery arrangements

14. 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*
- *Completed examination scripts/assessment evidence does not reach awarding organisations*

Centre actions:

- EO to communicate with awarding bodies evidencing that the examination took place
- EO to gather all assessment evidence from subject teacher for possible CAG.
(awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations, where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series.)

15. 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:

- EO and Head of Centre to assess alternative arrangements for issuing results with the regulators
 - Distribution of results:
 - centre to make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation
 - centres to make arrangements to coordinate access to post results services from an alternative site
 - centres to share facilities with other centres if this is possible, in agreement with the relevant awarding organisation.
 - Facilitation of post results services:
 - centre to make arrangements to make post results requests at an alternative location
 - centres to contact the relevant awarding organisation if electronic post results requests are not possible
- Head of Centre to inform transition schools, students and parents about the delay as soon as possible.

Head of Centre

Examinations Officer

Date:

Date of Next Review: December 2021