



WALTHAMSTOW HALL  
SEVENOAKS

## **EXAMINATIONS: Exam 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 process at Walthamstow Hall. 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**

#### **I. 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.

Centre actions:

- Keep Head of Centre aware of the situation.
- Make use of the Examinations Administrator who also possesses a working knowledge of the roles and responsibilities of the Examination Officer.

## **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.

Centre actions:

- The Exams Team works closely with the SENCO in preparing Access Arrangements and gathering evidence from mock examinations etc to demonstrate each student's normal way of working. Either the Examinations Officer or Administrator to step into this role.

## **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.*
- Internal assessment marks and candidates' work not provided to meet submission deadlines.

Centre actions:

- Make use of the most senior member of department who will be acquainted with the need to complete forecast grades, checking entries etc.

#### 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:

- Compiling invigilation timetables in sufficient time to identify pinch points;
- Deputy Head to populate draft timetable.
- Should a shortfall be identified, make greater use of external invigilators.
- Absence on the day should be offset by the rest of the teaching staff.
- In a time of extreme shortage, consider using librarians and other staff who were present at the training INSET day.

#### 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.

##### Centre actions:

- Should the Sports Hall be unavailable then consider using the Main Hall.
- If this is unavailable, disconnect the A/L and GCSE exams and use Maths and Language corridors.
- In a worst-case scenario, consider using the Mulberry Hall.

#### 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.
- Cyberattack and loss of data.

##### Centre actions:

- Use the Bursary which possesses a separate system.
- Examinations Officer to consider uploading entries and downloading results from home.
- Use back up paper copies for distribution.

#### 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.

##### Centre actions:

- Head of Centre to consider using a viable separate venue eg Junior School Site.

- *Explore the possibility and feasibility of sitting the examinations in the next available series..*

## **8. Candidates unable to take examinations – 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 liaise with candidates to see whether examination can be taken at an alternative venue in agreement with the relevant awarding organisations.
- Offer affected candidates the opportunity of sitting the examination at the next series.
- If affected candidates have met the minimum requirement, then apply for special consideration.

## **9. Centre at risk of being unable to open as normal during the exams period**

### Criteria for implementation of the plan

- Centre at risk of being unable to open as normal for scheduled examinations.

### Centre actions:

- Head of Centre to consider using a viable separate venue - Junior School - in agreement with awarding bodies.
- Remain open for exam candidates only.
- If affected candidates have met the minimum requirement, then apply for special consideration.
- Offer affected candidates the opportunity of sitting the examination at the next series.

## **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.

### Centre actions:

- Checking in the papers at the earliest opportunity so that there is the greatest amount of time available to rectify this problem.
- Consider the opportunity for a safe, download of papers from relevant board and ensure that these are stored securely.
- Explore whether the awarding bodies will source alternative couriers for delivery of papers.
- Contact board to see whether papers might be faxed through to Centre.

## **11. 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:

- Make sure the papers are stored securely in the Exams Office.
- Check with the board whether an alternative, trackable method of delivery is acceptable.
- Send the papers out as soon as an opportunity arises in a manner which complies with JCQ requirements

## 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.

### Centre actions:

- Contact relevant boards to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement.
- Candidates to retake affected assessment in next series.

## 13. 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:

- Exams Team to make arrangements to access its results and co-ordinate access to post results services at an alternative site.
- Use iSAMS to distribute results remotely.
- If possible, to share facilities with other centres.

## 14. Head of Centre absent for an extended period

### Criteria for implementation of the plan

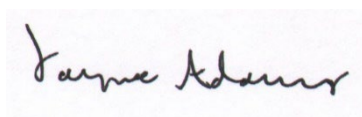
- Head of Centre is absent due to long-term illness or unforeseen circumstances.

### Centre actions:

- Responsibility for the Head of Centre role will be delegated to the Director of Studies as this member of staff has not been directly responsible for the administration of Public Examinations and therefore retains a level of objectivity suitable for the role.
- Examinations Team and Senior Management Group members involved will liaise with the Director of Studies.
- Chairman of the Governing Body will be notified.

Reviewed March 2023

Next Review Date March 2024



Signed: .....

..... Date: ....17 March 2023.....

Mrs J Adams  
Chairman of the Governing Body