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1. 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 TPLT Secondary Schools. 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.

Alongside internal processes, this plan is informed by scenarios contained in the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*.

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

It is the responsibility of the Head of Centre 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;”*

2. Causes of potential disruption to the exam process

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 are not undertaken, these may include:

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
- invigilators training and updates not carried out
- 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:

Head of Centre to appoint a suitable Deputy Examinations Officer as rapidly as possible, who will follow procedures and practices within the Examinations Officer's remit.

Exams Officer to ensure essential information is available to Head of Centre

Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times

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

Centre actions:

Head of Centre to appoint a suitable Deputy SENCo as rapidly as possible, who will follow procedures and practices within the SENCo remit.

Exams Officer to ensure essential information is available to Head of Centre

Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times



Instructions for conducting examinations

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



Appendix 1
Exams Day Contingency plan

Exam Item	Location/ Holders Name	Responsibility
Keys to Secure Storage for exam papers and exam stationery	In Small Exams Safe – in Exams Office Second set of keys placed in School safe during exam period (TKASA)	Data Manager (PCSA) A Lead Invigilator (Worle) Data Manager & Asst. Principal (TKASA)
Exams Office – Centre Timetable	Alarm code needed for Entry (Worle) Timetable widely published Exam timetable available on School website plus copy on back of door in secure room and in Exam Office (TKASA)	Invigilators (SM)

Covering for Exams Officer



Invigilators should refer to the plan in the invigilators box as to correct route to the site.

At all times invigilators must act in accordance with section 16 of the 'Instructions for conducting examination' booklet. They should also summon assistance immediately an emergency arises. Silence should be maintained during the time the candidates are outside the examination room.

Section 16 of 'Instructions for conducting examination' booklet states:

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

Stop the candidates from writing.

Collect the attendance register and evacuate the examination room in line with the instructions given by the appropriate authority.

Advise candidates to leave all question papers and scripts in the examination room

Candidates should leave the room in silence.

Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

Make a note of the time of the interruption and how long it lasted.

Allow the candidates the full working time set for the examination.

If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

Make a full report of the incident and the action taken (Appendix 3), and send to the relevant awarding body.



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