



Ravenswood School 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 Ravenswood School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on the 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:

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 Exams officer or others be absent at a crucial stage of the examination cycle;*”

| Potential disruption | Ravenswood School Actions |
|--|---|
| <p>1. Exams officer extended absence at key points in the exam process</p> <p>Criteria for implementation of the plan Key tasks required in the management and administration of the exam cycle are not undertaken, these may include</p> <p>Planning</p> <ul style="list-style-type: none"> data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered sufficient invigilators not recruited and trained <p>Entries</p> <ul style="list-style-type: none"> 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, late or other penalty fees being incurred <p>Pre-exams</p> <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Exams officer to keep policies and procedures up-to-date and in single central store. Exams Officer to ensure key essential information is readily available to Deputy Head, HT and AHT Deputy Head to appoint a suitable Deputy Exams Officer in the case of a long-term absence, who will follow procedures and practices within the Exams Officer remit. |

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.

2. SENCo (AHT) 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

3. Heads of Department 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

- Exams Officer to ensure essential information around access arrangements, (e.g. if reader is needed) is available to Headteacher or Deputy Head

- Exams Officer to ensure Exam Cycle, policies and procedures are on schedule.

- HT to appoint deputy SENCo for exams as rapidly as possible, who will follow procedures and practices within the SENCo remit.

- Deputy Head to ensure departmental continuity by requesting an alternative member of the department takes responsibility for the HoD actions.

late or other penalty fees being charged by awarding bodies

Internal assessment marks and candidates' work not provided to meet submission deadlines

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

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

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

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

- Exams Officer to maintain a list of suitable invigilators and their experience.
- HT/DHT to review training procedures regularly and put in place additional training as required.
- Exams Officer to ensure a specific Emergency Evacuation Plan is in place.

- Pre-planning at all stages is essential.
- Exams Officer to liaise with HT or DHT to identify alternative venue for emergency accommodation.
- Emergency Evacuation plan should be in place.

- Exam Entries and preparation to be made in advance to avoid late problems due to IT failure
- Examination Boards for support
- Exam officer to contact Examination Board for support and request alternative route for dissemination of results.

- Follow Local/ National Guidance as appropriate.
- Serious emergency response team meet and plan actions.
- The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- Centre to contact Nailsea School and request space to deliver exams.
- Exams Officer to advise the Examination Boards as appropriate.
- In very extreme circumstances advise candidates they may need to sit exams in the next available series.

8. 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

- Serious emergency response team meet and plan actions.
- Exams Officer or Deputy 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.
- Centre to liaise with Exam Boards to sit exams at a different venue in extremis.
- Should a significant number of candidates need to be isolated due to sickness then seek alternative accommodation within the Centre, invigilation cover and advise the lead first aider.
- If appropriate apply for Special Consideration for those affected to the appropriate Exam Boards.

9. 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

- Exams Officer or Deputy to communicate with awarding organisations to organise alternative delivery of papers.
- Arrange with Exam Boards for alternative means of receiving papers either electronically or alternative courier.
- Exams Officer or deputy to ensure papers are kept securely until needed.

10. Disruption to the transportation of completed examination scripts.

Criteria for implementation of the plan
Delay in normal collection arrangements for completed examination scripts

- Exams Officer or Deputy to communicate with relevant Exam Boards at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant Exam Boards.
- Scripts must be stored securely until such time transport is confirmed.

11. Assessment evidence is not available to be marked

Criteria for implementation of the plan
Large scale damage to/destruction of completed examination scripts/assessment evidence before it can be marked.

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to pupils and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.
- It may be necessary for the candidates to retake the assessment at the next available opportunity.

| | |
|---|--|
| <p>12. Centre unable to distribute results as normal</p> <p>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</p> | <ul style="list-style-type: none"> Exams officer or SLT to phone or email families and notify them of the exam results. |
|---|--|

Causes 7-12 – all scenarios, criteria and specific communications have been taken directly from the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland (details of which can be found on next page)*

Further guidance to inform 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>

JCQ

General regulations

<http://www.jcq.org.uk/exams-office/general-regulations>

Guidance on alternative site arrangements

<http://www.jcq.org.uk/exams-office/forms>

Instructions for conducting examinations

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

A guide to the special consideration process

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

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: Ensuring the service runs smoothly; Contingency planning

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

History of document:

| Issue No. | Author/Owner | Date Reviewed | Approved by Governors on | Comments |
|-----------|--------------|---------------|--------------------------|--|
| 1. | School | July 2017 | 19/7/17 | |
| 2. | School | February 2019 | 20/3/19 | |
| 3. | School | March 2020 | 18.03.20 | |
| 4. | School | Jan 22 | | Added Covid 19 guidance for sept 22 link and follow National/ Local government guidance in case of national school closures guidance |
| 5. | School | Jan 23 | 25.01.23 | Removed Summer 22 Covid guidance link |
| 6. | School | Jan 24 | 24.01.24 | |
| 7 | School | Jan 2026 | 28.01.26 | |