



Examination Contingency Plan

Date: November 2018

Examination Contingency Plan

Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

Legislation and guidance

This plan complies with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres, which require all exam centres to have a written examination contingency plan/examinations policy.

This plan also complies with our funding agreement and articles of association.

Responsibilities

Examinations Officer:

The Examinations Officer is Mr David Skuce. He will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

Staff and invigilators:

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

Monitoring Arrangements

This policy will be reviewed by the Examinations officer every year in the autumn term, or well in advance of each exam series.

Links with other policies

This Examination Contingency Plan is linked to the Examinations Assessment Policy.

Northgate School Arts College

Examination contingency plan



The examination contingency plan aims to cover all aspects of examination administration, and should be read alongside the examination policy.

The examination contingency plan complies with the Joint contingency plan for the examinations system in England, Wales and Northern Ireland, which can be downloaded from Ofqual's website (<http://ofqual.gov.uk/documents/joint-contingency-plan-for-the-examination-system-in-england-wales-and-northern-ireland/all-versions/>). Northgate School Arts College examinations contingency plan has been developed to reflect specific circumstances at Northgate School Arts College.

Legal:

- To meet the requirements of the Ofqual Joint Contingency Plan (2015)
- To meet the requirements of the Joint Qualifications Council (JCQ)

This contingency plan will be implemented in the event of major disruption to the school and any actions taken will be subject to the agreement of senior leaders dealing with the specific circumstances being faced. Implementing the plan will safeguard the interests of candidates while maintaining the integrity of examinations and safeguarding qualification standards.

From the table below, the contingencies applied will be selected based on the context of the disruption. If it is identified that current contingencies will not be sufficient to manage a unique unforeseen situation causing disruption to examinations, SLT will convene to agree the additional actions required,

Disruption	Qualifying criteria	Remedial action	By whom
1, Disruption of teaching time – school closed for an extended period	School is 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, and where online study hasn't ameliorated the loss of teaching time	<ul style="list-style-type: none"> • Exam Officer and SLT convene to agree a course of action, this could involve the opportunity for candidates to sit any examinations missed at the next available series. • To school will find out whether the examination can be sat at an alternative venue. Guidance on emergency planning, with advice on severe weather, is available on the Department of Education website: http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather • Seek advice from awarding organisations and JCQ. • Communicate with parents, carers and pupils about the potential for disruption to teaching time and plans to address this. • Have a contingency plan to facilitate alternative methods of learning, alternative venues or both • Prioritise candidates who will be facing examinations shortly. 	Examinations Officer (EO) / SLT

		<ul style="list-style-type: none"> Advise candidates, where appropriate, to sit examinations in the next available series. 	
2, Candidates unable to take examinations because of a crisis - (school remain open)	Candidates are unable to attend school to take examinations as normal, e.g. return from trip delayed, part of school inaccessible, sickness bug	<ul style="list-style-type: none"> School to liaise with awarding body to agree delay of start of exam, candidate monitored and isolated in line with awarding body agreed instructions. School to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. School to offer candidates an opportunity to sit any examinations missed at the next available series. The School can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. JCQ guidance on special consideration can be accessed through the JCQ web site: www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance. 	EO/SLT
3, Disruption in the distribution of examination papers	Disruption to the distribution of examination papers to school in advance of examinations	<ul style="list-style-type: none"> The awarding organisations to source alternative couriers for delivery of hardcopies. Awarding organisations to provide centres with electronic access to examination papers via a secure external network. Awarding organisations to email examination papers to centres or access to examination papers via a secure external network if electronic transfer is not possible. The Examination Officer would need to ensure that copies are received, made and stored under secure conditions. Check exam papers are on site 24 hours preceding exam. 	EO/ SLT/ Awarding body Examinations Officer
4, Disruption to the transportation of completed examination papers	Delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> School to ensure secure storage of completed examination papers until collection. School to seek advice from awarding organisations and normal collection agency regarding collection. Communicate with awarding organisations to organise alternative delivery of papers. Arrange with exam boards for alternative means of receiving papers eg electronically or alternative courier. 	Examinations Officer / SLT

5, School is unable to open as normal during the examination period	School unable to open as normal for scheduled examinations <i>The responsibility for deciding whether it is safe for a school to open lies with the Executive Head Teacher</i>	<ul style="list-style-type: none"> • School is open for examinations and examination candidates only, if possible, and to use alternate accommodation within the same site • School to use alternative venues in agreement with relevant awarding organisations (eg share facilities with other centres or use other public building, if possible) • School may offer candidates an opportunity to sit any examinations missed at the next available series • School to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements 	SLT / EO / Executive Head Teacher
6, Assessment evidence is not available to be marked	If due to large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.	<ul style="list-style-type: none"> • Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers • NSAC should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators. • The candidates should retake affected assessment at subsequent assessment window. 	EO/ SLT / Awarding body Examinations Officer
7, Disruption to the Scanning Process – where completed examination scripts are being scanned for on screen marking.	In the event that there is disruption to the scanning process.	<ul style="list-style-type: none"> • Awarding Organizations implement their existing contingency plans for disruption to on-screen marking process. • Revert to traditional forms of marking, recruit, train or re-standardise qualified new markers. 	EO/ SLT/ Awarding body Examinations Officer
8, Markers unable to mark examination scripts according to marking schedules.	In the event that a significant number of markers are unable to mark examination scripts, resulting in a risk to the	<ul style="list-style-type: none"> • Relocate script to available markers. • Recruit, train or re-standardise qualified new markers. • Contact each other to share markers for specific qualifications. • Prioritise marking based on results dates, qualifications that require further study (eg maths and English) 	Awarding body / EO

	delivery by scheduled dates.		
9, Difficulty in meeting planned schedule or unable to issue results.	In the event that an awarding organisation (including the case of a single awarding organisation) is unable to meet a planned schedule for issuing results, due to a catastrophic process or systems failure.	<ul style="list-style-type: none"> • Establish priorities for processing results. • Implements existing contingency plans for disruption to the schedule for issuing results. • In consultation with regulators, assess the level of disruption and consider alternative options for issuing results, dependent upon the nature of the issue. • In consultation with regulators, liaise with relevant organisations regarding candidate progression to further education. 	Awarding body / EO
10, Awarding organisations unable to issue accurate results	In the event of a catastrophic system error, failure or attack on systems means a significant number of results cannot be validated as accurate, or are issued and found to be inaccurate.	<ul style="list-style-type: none"> • Revalidate the results • Reissue the results, via an alternative format if necessary 	Awarding body / EO
11, School is unable to distribute results a normal	School are unable to access or manage the distribution of results to candidates, or to facilitate post results services	<ul style="list-style-type: none"> • School to make arrangements to access its results at an alternative site • School to make arrangements to coordinate access to post results services from an alternative site (or through access of computerised systems) • School to share facilities with others if this is possible • Contact awarding organisations about alternative options 	SLT EO

12, Awarding organisations are unable to offer post results service.	In the event that awarding organisations are not able to provide a postal results service, with school and candidates unable to access services such as enquiries about results and appeals	<ul style="list-style-type: none"> • Make arrangements to provide postal results services for school and candidates through alternative methods (eg paper, excel spreadsheets, traditional re-marking) 	SLT / EO
13,Examinations Officer is absent from school for a long duration	School Examinations Officer is not able to attend on site to administer examinations	<ul style="list-style-type: none"> • An exams administrator is employed and trained to deal with routine examination administration activities • Senior staff member trained to administer and apply examination protocols in line with JCQ guidelines 	SLT
14, Emergency arises during an exam session	Disruption of exam venue during an exam i.e. fire alarm	<ul style="list-style-type: none"> • School follows exam procedure for dealing with crisis events during an exam, e.g. during a fire alarm, candidates are marshalled to safety point and kept isolated from main school populations and if safe to do so and necessary, candidates are re-seated in new accommodation on same site in similar seating arrangement where possible 	EO / Executive Head Teacher