



CARDINAL NEWMAN
CATHOLIC SCHOOL

2018/19

*Date of next review:
September 2019*

**Examinations
Contingency Plan**

Contents

Purpose of the plan	2
Causes of potential disruption to the exam process	2
1. Exam officer extended absence at key points in the exam process (cycle)	2
2. SENCo extended absence at key points in the exam cycle	3
3. Teaching staff extended absence at key points in the exam cycle	3
4. Invigilators - lack of appropriately trained invigilators or invigilator absence	4
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice	4
6. Failure of IT systems	4
7. Disruption of teaching time – centre closed for an extended period	5
8. Candidates unable to take examinations because of a crisis – centre remains open	5
9. Centre unable to open as normal during the exams period	5
10. Disruption in the distribution of examination papers	6
11. Disruption to the transportation of completed examination scripts	6
12. Assessment evidence is not available to be marked	6
13. Centre unable to distribute results as normal	6
Further guidance to inform and implement contingency planning	8
Ofqual	8
JCQ	8
GOV.UK	8

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process at Cardinal Newman Catholic School. 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 ([Notice to Centres – examination contingency plan/examinations policy](#)) in that:

'The examination contingency plan/examinations policy should cover all aspects of examination administration. It will allow senior leaders to have a robust contingency plan in place, minimising risk to examination administration and any adverse impact on students, should the examinations officer be absent at a critical stage of the examination cycle.'

Causes of potential disruption to the exam process

1. 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:

- Nominate staff to cover for the missing Exams Officer who are suitably trained and understand the Examinations system. These are Graham Goldup (KS5 Raising Standards Leader), Sarah Dunsmore (Exams Manager), Jason Stoakley (Data Manager).
- Lead Invigilators have also been trained in some aspect of the job regarding pre-exams and results.

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:

- Ensure a team of staff are suitably trained. Current provision includes Senco and IEU Manager. Emergency cover to be provided by SEND consultant and Brighton and Hove Literacy Service.

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:

- Senior Assistant Principal to work with the Principal/ relevant SLT Line Managers and the relevant Assistant Subject Leaders and Curriculum Leaders to ensure departmental actions are carried out.
- Examinations Office staff to inform Raising Standards Leader and Principal of any issues arising- early notifications.

4. Invigilators - lack of appropriately trained invigilators or invigilator absenceCriteria 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:

- Ensure all invigilators that are used have received regular training updates- ahead of every examination season.
- Ensure other members of the Support Staff and Administration Staff have undertaken annual training and can cover when needed. The cover will be directed by the Examinations Office and Denise Perrin (Cover Manager)

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short noticeCriteria 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:

- Ensure that rooming is undertaken well in advance of examination season- early issues identified
- Use large venues such as St Mary's Gym, Lutwyche Gym and Newman Lecture Theatre St Mary's Hall
- Use alternative classrooms in designated parts of the school and College
- Contact local schools, e.g. BHASVIC, Cottesmore

6. Failure of IT systemsCriteria 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*

Centre actions:

- Contact the Awarding Bodies to seek technical help and guidance- re: running of

examination and any required actions to be taken.

- Liaise with Technical Support and ensure that there are back up systems and ICT suites
- Liaise with local schools if access to SIMS is needed

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

The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. [Joint Contingency Plan (JCP) scenario 1]

Centre actions:

- Examinations Officer to contact relevant Awarding Bodies and applies for special consideration for the affected students
- Examinations department to contact parents and place appropriate actions on school website, Firefly and contact all parents/carers through SIMS In Touch and Firefly.
- Ensure contact with local school as above and contact Awarding Body for approval.

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

The centre 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 actions:

- Examinations Officer to contact relevant Awarding Bodies and applies for special consideration for the affected students
- Examinations department to contact parents and place appropriate actions on school website, Firefly and contact all parents/carers through SIMS In Touch and Firefly.
- Ensure contact with local school as above and contact Awarding Body for approval.

9. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible.

Centre actions:

- Examinations Officer to contact relevant Awarding Bodies and applies for special consideration for the affected students
- Examinations department to contact parents and place appropriate actions on school website, Firefly and contact all parents/carers through SIMS In Touch and Firefly.
- Ensure contact with local school as above and contact Awarding Body for approval.

10. Disruption in the distribution of examination papersCriteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

The centre to communicate with awarding organisations to organise alternative delivery of papers

Centre actions:

- Contact the Examination Board for information and guidance
- Obtain emailed photocopy – Reprographics required to print if no examination papers on-site in time

11. Disruption to the transportation of completed examination scriptsCriteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

The centre to communicate with relevant awarding organisations at the outset to resolve the issue.

Centre actions:

- Contact the relevant courier- e.g. Parcelforce to arrange an ad hoc collection
- Contact the relevant Awarding Body if the delay is longer than expected

12. Assessment evidence is not available to be markedCriteria for implementation of the plan

- Large scale damage to or 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 students and their parents or carers. [JCP scenario 6]

Centre actions:

- Contact the Awarding Body /Examination Board for guidance if this affects written exam scripts
- Apply for special consideration if this affects controlled assessment/coursework

13. Centre unable to distribute results as normalCriteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centres to contact awarding organisations about alternative options. [JCP scenario 11]

Centre actions:

- Nominate an alternative venue if the site is not available
- Contact the Awarding Body/ Examination Board for guidance
- Contact students and parents/carers with alternative arrangements

Causes 7-13 – 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*

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>