

Examination Contingency Policy			
Current Status	Operational	Last Review:	September 2021
Responsibility for Review:	Group Vice Principal – Data, MI and Compliance	Next Review:	September 2022
Internal Approval	SLT	Originated:	September 2020

1. Purpose of the plan

- 1.1. This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Abbeygate Sixth Form College. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.
- 1.2. At all times, the Examinations Manager, Examinations Officer, Group Vice Principal Data, MI & Compliance and Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible, alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

2. Causes of potential disruption to the exam process

If the Group Vice Principal – Data, MI and Compliance is absent the escalation for responsibilities will move through the SLT channels within the centre.

2.1. Exam Manager and/or 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:

2.1.1. Planning

- a) Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- b) Annual exams plan not produced identifying essential key tasks, key dates and deadlines
- c) Sufficient invigilators not recruited and trained

2.1.2. Entries

- a) awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- b) candidates not being entered with awarding bodies for external exams/assessment
- c) awarding body entry deadlines missed or late or other penalty fees being incurred

2.1.3. Pre-exams

- a) exam timetabling, rooming allocation; and invigilation schedules not prepared
- b) candidates not briefed on exam timetables and awarding body information for candidates
- c) exam/assessment materials and candidates' work not stored under required secure conditions
- d) internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

2.1.4. Exam time

- a) exams/assessments not taken under the conditions prescribed by awarding bodies
- b) required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
- c) candidates' scripts not dispatched as required to awarding bodies

2.1.5. Results and post-results

- a) access to examination results affecting the distribution of results to candidates
- b) the facilitation of the post-results services

2.1.6. Centre actions:

- a) Exams Manager or Exams Officer to assume appropriate task responsibility with the support of the wider MIS team and Senior Leadership Team (SLT)

2.2. SENCo extended absence at key points in the exam cycle

(for the purpose of this document the role and responsibilities of the SENCO are covered by the Additional Learning Support Coordinator)

Criteria for implementation of the plan

- a) Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

2.2.1. Planning

- a) candidates not tested/assessed to identify potential access arrangement requirements
- b) evidence of need and evidence to support normal way of working not collated

2.2.2. Pre-exams

- a) approval for access arrangements not applied for to the awarding body
- b) modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- c) staff providing support to access arrangement candidates not allocated and trained

2.2.3. Exam time

- a) access arrangement candidate support not arranged for exam rooms

2.2.4. Centre actions:

- a) The Student Services Manager, SENCO, Examinations Manager and Examinations Officer to work with SLT to identify students where applications for access arrangements may be required. The employment of outside agencies/professionals may be required.

2.3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

- a) Key tasks not undertaken including:
- b) Early/estimated entry information not provided to the Exams Officer on time; resulting in pre-release information not being received
- c) Final entry information not provided to the Exams Officer on time; resulting in:
- d) candidates not being entered for exams/assessments or being entered late
- e) late or other penalty fees being charged by awarding bodies
- f) Internal assessment marks and candidates' work not provided to meet submission deadlines

2.3.1. Centre actions:

- a) The Examinations Manager and Examinations Officer to liaise with Vice Principals, Assistant Principal or Heads of Faculty and/or SLT, if necessary, to ensure all necessary deadlines are adhered to. Where this is not possible, the EM will liaise with the relevant Awarding Body and act upon advice received.

2.4. Main exam hall inaccessible due to natural disaster or mechanical breakdown

Criteria for implementation of the plan

Key tasks required in the management and administration of arranging alternative accommodation include:

2.4.1. Centre actions:

- a) The Examinations Manager and Examinations Officer to identify number of students who need to be relocated.
- b) SLT to work with MIS to arrange for alternative accommodation by cancelling classes and/or arranging for temporary building to be placed on the MUGA.
- c) Signage at the front of building with assistance from additional staff to redirect students.

- d) The Student Services Manager will work with the Assistant Principal and Faculty Heads to inform students of classes that need to be cancelled owing to exam requirements.
- e) Ensure still sufficient invigilators available for the different rooms.

Revision History – Examinations Contingency Policy

Revision date	Reason for revision	Section number	Changes made
September 2021	Change of role	Details box	Title change of person responsible for review
September 2021	Change of role	2.3 & 2.4	Title change from 'Director of Curriculum' to 'Assistant Principal'