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## EXAMS CONTINGENCY PLANNING POLICY

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<b>Committee:</b>	Teaching and Learning
<b>Approved by Committee</b>	11 <sup>th</sup> November 2020
<b>Approved by FGB:</b>	To be considered Dec 2020
<b>Date of next review:</b>	November 2021 or as appropriate
<b>Responsible Officer:</b>	E Hart

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This Contingency Plan has been written to ensure compliance with JCQ regulations and to ensure a consistent and effective response in the event of the absence of the Exams Officer. This policy should be read and used in conjunction with the schools Contingency Business Continuity Plan Policy.

### General

- The Exams Officer maintains a week by week schedule of tasks that need to be done. This can be accessed by the Exams Assistant at any time.
- The Exams Assistant has access to the relevant Progresso and G4S manuals that might be required at any time throughout the year.
- The Exams Assistant has the full support of the Senior Leadership Group which includes the Deputy Head in charge of exams.
- The Exams Officer records all important decisions and makes the exams Assistant aware of these throughout the year.

### Making Entries

- The Exams Assistant is aware of the procedures for making entries and the deadlines for doing so.
- The Exams Assistant has access to Progresso software in order to make entries.
- Subject leaders will be asked to check entries and will be advised in good time of entry deadlines.

### Coursework

- Where applicable the subject leader is aware of the deadline and the date that it has to be submitted.
- The Exams Assistant will submit coursework and check that coursework samples are sent by subject leaders by the required dates.

### Exam Preparation

- Seating - The Exams assistant is aware of procedures for allocating candidates to exam rooms and seats.
- Timetables – The Exams Assistant is able to produce individual candidate timetables and distribute these to candidates.
- Invigilators – The Exams Assistant normally takes charge of booking and training of invigilators including access arrangements. The Exams Officer is able to do this is if the Exams Assistant is absent.
- Exam paper delivery
  - The Exams Assistant has access to the keys to the secure exam paper storage.
  - The Exams Assistant is aware of the regulation relating to the exam paper storage.
  - The Exams assistant will check off all exam papers when they are delivered.
  - The reception office staff are aware of the need to secure the exam paper delivery as a matter of urgency.

### Exam period

Both the Examinations Officer and Exams Assistant have access to the keys to the exam store rooms and keys to the storage cupboards within. In case of absence, the Examinations Officer will inform the Exams Assistant (or vice versa) in good time so that the smooth running of examinations can be ensured. In the event of both the Examinations Officer and Examinations Assistant being absent The Deputy Head i/c Exams has access to a spare set of keys. If absence is pre-planned then it is the responsibility of the Examinations Officer and/or Examinations Administrator to ensure that the absence has been planned for.

### Getting Exam papers to the right exam room

- Exam papers are set out in the Exams store room within the storage cupboards in date order so that the following day's exam papers are always easily found.
- There is an exam timetable stored on the schools computer R: Drive/ Administration/examinations detailing which exams are taking place on each day. It also includes which venue with numbers of candidates and details access arrangements. There is also an exams timetable available on the school website.
- Exam packets may need to be opened and re-packed if an exam is taking place in more than one room. Exam packets should be checked by a 2<sup>nd</sup> person to ensure that the correct envelope is being opened – check JCQ guidelines for how far in advance of the exam this may be done. The papers must be ready to be taken to the Performance Hall by 8am and 12noon at the latest.

### Invigilators

- Invigilators are given their timetables well in advance and should all know where to go. Invigilators' hours are organised by the Exams team.

### Attendance registers and seating plans

- Exam registers and seating plans should be completed for each exam with copies of each stored in the exams office within the relevant files.
- Individual candidate timetables can be printed from Progresso and the exams assistants know how to do this. Other exam documents can be found in the Exams Folder and can be accessed by the Exams team.

### Script despatch

- Scripts must be packed and either taken to reception for collection in the afternoon or locked up in the exams store room (if it is too late for that day's collection). Parcelforce collect scripts between 2.00 pm and 4.00 pm
- The Exams Assistants are familiar with this procedure and can oversee it. Senior invigilators are also familiar with this procedure, although they are not left unsupervised. The attendance registers are stored in the appropriate file in the exams office and must be ticked and signed. One copy goes into the envelope with the scripts. Envelopes are stored in the exam office secure storage cupboard opposite the Finance Office.
- A yellow label must be stuck on the envelope – this will either be in the file named Parcel Force Labels stored in the same location as the attendance registers, attached to the attendance register, in the case of Pearson exams, or emailed to the Exams email address
- A Parcelforce despatch sheet must be completed (See script despatch ring binder on shelving in exams office.)

### Results

- The Exams Assistant and Data Manager is aware of procedures for downloading results data.
- The Exams Assistant can produce statements of results for candidates.
- The Exams Assistant is aware of the embargo arrangement.
- The Head and Deputy Head i/c Exams will be available on results day.

## **Bad weather**

If there are timetabled examinations scheduled on a day when the Head teacher decides that the school should be closed to staff and students, the “School Open: GCE/GCSE Examination Contingency Plan” position will be adopted. The school has a team of staff (the Contingency Team) who should, conditions allowing, be able to come to school to ensure that timetabled exams may go ahead. In such an eventuality, the school, as an examination centre, will only open to candidates sitting timetabled GCE/GCSE examinations. In order that the school can ensure the correct administration of exams, the contingency team has to include the Exams officer or a suitably trained member of leadership team. If these members of staff are not able to get into school, the scheduled exam(s) will not run. In line with JCQ (Joint Council for Qualifications) guidance, the school will endeavour to be open and, where conditions allow, timetabled examinations will go ahead. Advice and recommendations from the JCQ state:

*“Wherever possible, the examinations should be conducted according to the centre’s published examination timetable” and “it is important to note that rescheduling the examinations is not an option due to the consequences that it would have across the system”*

In the event that weather is adverse and the school is closed on a day of a scheduled public examination the Head Teacher will assess the possibility of key staff being able to attend. If they are confident that key staff are able to be in attendance then the exam will run. The school website will be updated to show timetabled examinations are still going ahead and advising of any revised start times. Start times may be delayed for morning exams if a number of candidates are late (permission will be sought from relevant awarding bodies). All candidates are expected to make the effort to come in and sit their examination. The decisions regarding travelling to school for an exam, rest with individual families taking consideration of the weather and road conditions locally to them. If a candidate is unable to get into school on an exam day as a result of inclement weather, it is imperative that families contact the school as soon as possible to explain that this has occurred. If the head teacher were to take a decision that the school has to shut, as it is unsafe to open, we would notify the exam board that we had been unable to run the exams that were scheduled for that day.

The schools Contingency Business Continuity plan details plans should the school have to close due to emergencies.