Examinations Contingency Plan

This plan examines potential risks and issues that could cause disruption to the exams process at The Jubilee Academy. 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 the **Ofqual** Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other centres should do if exams or other assessments are seriously disrupted and the **JCQ** Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

Timing	Key Risk Area	Adverse Outcome	Control Measures	Person Responsible.
Planning Stage	**annual data collection exercise**	Up to date information not collated on qualifications and awarding body specifications being delivered and potential wrong entries	Confirmation of qualification and changes communicated with Head of school and department leads on an ongoing basis and agreed in summer for the next academic year	EM/HoD Head of School
	Annual exams plan	annual exams plan not produced identifying essential key tasks, key dates and deadlines sufficient invigilators not recruited	EM will download all exam timetables as soon as they are published and up to date the school exam timetables and enter of school calendar. EM will inform school community of any changes at the earliest	EM/HoD Head of School
	Accommodation for exams - suitability	Candidate performance adversely affected. Accommodation not in line with regulations	All rooms are checked by Exams Manager (EM) and Site Supervisors (SS) for suitability – capacity, numbers of chairs/desks, clocks, material on walls lighting and room temperature	EM/EA Exams Manager Exams Assistant
	Accommodation for exams – set up	Exam rooms not in line with regulations	EM discusses in detail with SS the layout and seating requirements for each exam room to be used	EM/EA
	Exam Entries - accuracy	Candidate may not be entered or entered at wrong tier level.	Confirmation of exam entries sent to relevant teaching staff for checking. Amendments made where necessary. The Statement of Entry issued to candidates for details to be checked	EM/HoD Head of School
	Exam Entries – computer malfunction	Exam entries/amendments cannot be made by EDI Exam board deadlines cannot be met resulting in charges for late fees	Make entries in advance of deadline. Contact IT Technician for support Make paper exam entries. Contact relevant exam boards for guidance.	EM/IT Tech.

Exam Entries - timings	Exam entries are made after a seasons deadline, extra exam fees become payable	Exam seasons are agreed with Head of School at beginning of year to ensure associated deadlines are not missed. Exam entry process for each season to start well in advance. HOD made aware of exam deadlines and that late entry fees will charged to departments.	EM/HoD
Exam Manager –absence	Exam team understaffed	Seek support from Executive HT to identify admin staff from RHC that can step in to help out	EM/Executive HT
Exam papers – security	Exam security is breached – could be minor or major resulting in withdrawal/replacement of a paper.	Delivery of exam papers to Reception who sign for them and alert either SS or EM (depending on size of delivery) who also sign when removing. Put into secure storage immediately pending checking and sorting by EM.	EM/EA
Exam papers – non-arrival	Students not able to sit exam which would affect results.	Track exam paper arrival and identify problem early – get electronic version of paper from exam board.	EM
Invigilators - qualified	Exam regulations not adhered to – potential malpractice.	Invigilators undergo training or refresher training every year when they are also updated on new procedures. Include some admin/learning champion staff as backup.	EM
Invigilators – numbers	Exam regulations not adhered to – incorrect ratios.	Detailed planning to make sure numbers are correct for every exam.	EM

Timing	Key Risk Area	Adverse Outcome	Control Measures	Person Responsible.
Exam Season	**Exam Manager – absence** **EM has keys to exams cupboard is aware of seating plans, clashes and any access arrangements/ special requirements**	Exams team understaffed. Exam papers unavailable/delayed start to exam Access arrangement students not having correct support/rooming during exam	SLT – Eon Myton to set in and identify admin staff who can step in to help out and liaise with Lead Invigilators (LI) regarding day-to-day running of exams. Seek support from Executive HT to identify admin staff from RHC that can step in to help out SLT – Linton Grant has duplicate set of keys and can use this in case of EM absence. Seating plans and lists of students are made available in advance. SLT on standby if EM not available	Executive HT/ Head of School/ SLT LG
	Invigilators – absence	Exam cannot take place as ratio of invigilators to candidates is insufficient.	Contact invigilator to see if late or not coming – other invigilators, admin staff or Exams staff on standby to fill any gaps.	EM
	Invigilators - communication	Invigilators not able to report an incident in the exam room or call for assistance	All invigilators have access to walkie talkie to summon assistance when required.	EM
	Exam days – malpractice	Candidate, staff or centre could suffer light to severe penalties.	Candidates, invigilators and other staff involved in exams provided with information and training to guard against this. JCQ Notices prominently displayed. Announcements made at beginning of exam. Roving Invigilator to ensure best practice for AA	EM/LI Lead Invigilator
	Exam days – candidate found to have unauthorised material in exam room	Candidate very likely to be disqualified.	Candidates provided with information to guard against this. EM follows JCQ process to investigate, report and follow-up.	EM
	Candidates – exam clash rules contravened	Candidate, staff or centre could suffer light to severe penalties.	Clashes resolved during detailed exam planning. Candidates given full information and copy of JCQ regulations when seating plans are sent out. Included in invigilator training and invigilators given full details on the day.	EM

Exam Season				
	Candidates – late arrival because of transport disruption or other reasons	Student loses exam time or if very late paper not marked.	Warn candidates to leave plenty of time for travel to make sure they arrive by 'very late' cut- off times. Candidates advised of risks in being late and urged to be punctual. During decant period minibus scheduled to pick up students at 8.30/40am to ensure a 9.25am start. V.late students need to be reported to exam board by EM	EM
	Candidates – late for exam	Student loses exam time or if very late paper not marked.	Warn candidates to leave plenty of time for travel to make sure they arrive by 'very late' cut- off times. Candidates advised of risks in being late and urged to be punctual. Invigilators to be made aware of late student (s). Centre's discretion as whether student can sit exam. During decant period minibus scheduled to pick up students at 8.30/40am to ensure a 9.25am start. V.late students need to be reported to exam board by EM	EM
	Candidates – entered for wrong level of exam	Unless a genuine mistake has been made, candidate sits exam at the level they have been entered for.	Accuracy of exam entries checked by teaching staff as detailed above. Amendments made if necessary at that time. Exam entry details sent to candidates. EM to check level with teacher if possible.	EM
	Candidates – taken ill during exam	Candidate risks losing some or all marks for the paper they are sitting.	LI contacts EM who arranges supervised visit to see Houseparent if necessary. Candidate given supervised rest break to decide if well enough to continue. Application for special consideration made.	EM/LI/Houseparent
	Candidates – injury, e.g. broken hand or arm	Candidate may not be capable of writing.	Learning Champion (LC) staff on stand-by to scribe and apply for A/A. EM to arrange for invigilation.	EM
	Mobile phone rings in exam room	Candidate reported to Exam Board and risks losing some or all marks for that paper, or even whole subject. Other candidates disturbed.	EM attends Year Group assemblies to explain regulations. Students are given JCQ regulations with seating plans. Announcements made to candidates outside and inside exam rooms on exam days.	EM/Invigilators

Exam Season	**Fire alarm goes off**	Exam disrupted, candidate's performance affected or may not be able to complete exam.	All invigilators trained in evacuation procedures. And key admin staff made aware of exam timetable. Walkie talkies available to all invigilators to communicate with EM. EM applies for special consideration. Students and Invigilators aware of meeting point. Adequate fire alarms and all in working order. Security of exam maintained throughout	EM/SS/SLT/LI/invigilators
	Disruption in the distribution of examination papers	Potential threat of students being unable to sit examinations	awarding organisations to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances. ⬚ as a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date	EM
	Disruption to the transportation of completed examination scripts	Delay in normal collection arrangements for completed examination scripts/assessment evidence potentially could jeopardise marking of exam papers/assessment	where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, EM to seek advice from awarding organisations and should not make their own arrangements for transportation unless told to do so by the awarding organisation. ⬚ for any examinations where centres make their own arrangements for transportation, EM should investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for Conducting Examinations. ⬚ centres to ensure secure storage of completed examination papers until collection	EM
	Disruption of teaching time in the weeks before an exam – centre	Centre closed or candidates are unable to attend for an extended period during	Where there is disruption to teaching time and students	

closed for an extended period	normal teaching or study supported time, interrupting the provision of normal teaching and learning	miss teaching and learning, it remains the responsibility of centres to prepare students, as usual, for examinations. ⬜ in the case of modular courses, centres may advise candidates to sit examinations in an alternative series. ⬜ centres should have plans in place to facilitate alternative methods of learning.	HoS/EM/SLT
Unforeseen School closure	Timetabled exams cannot go ahead.	EM liaises with Head of School and SLT to ensure that, should circumstances allow, timetabled exams still go ahead despite School closure, according to JCQ guidelines. Information to be published on the School website. EM applies for special consideration.	EM/SLT

Timing	Key Risk Area	Adverse Outcome	Control Measures	Person Responsible.
Exam Results	**Results Days – IT system problems**	Candidates do not get results on Results Days.	IT Support given key dates in advance by EM who are prepared to print results slips from exam board websites if necessary.	EM/IT Support
	Results Days - Exam Manager absent	Exams team understaffed.	Seek support from Executive HT to identify admin staff from RHC that can step in to help out and that are totally conversant with result download process and leads download.	EM/DM

Version number:	1.0	Target Audience:	All staff / governors / parents and carers
Date authorised:		Reason for version change:	
Date issued:	Sept 2015	Name of owner/author:	Sukhi Cooper Exams Manager
Date reviewed:	Sept 2020	Name of individual/department responsible:	Administration
Date of next review:	Sept 2021		