



# THE FULHAM BOYS SCHOOL

A Church of England School

Policy Title	Examination Contingency Plan
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The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies during policy review of Summer 2019.



## EXAMINATION CONTINGENCY PLAN

Date of Next Review: Autumn 2019

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### Key staff involved in contingency planning

Role	Name(s)
Head of centre	Alun Ebenezer
Exams officer line manager (Senior Leader)	Sam Johnson
Exams officer	Nina Gaidamashchuk
SEnCo	Ruth Adams
SLT member(s)	Sam Johnson Simon Kellie Ben Maddison Oli Hogg

### Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at The Fulham Boys 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 the 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.

This plan also confirms The Fulham Boys School is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2018-2019) that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

## Possible causes of 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

#### **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**

- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- confidential 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, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

- SLT line manager, SENCO and HOC to have full access to planning materials and Exams cycle calendar.
- All training materials will be shared with SLT, SENCO and HOC either in electronic or hard copy.
- SLT line manager undertakes Exams training.

### 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

- centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- 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
- centre-delegated arrangements not put in place
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff (facilitators) providing support to access arrangement candidates not allocated and trained

#### **Exam time**

- access arrangement candidate support not arranged for exam rooms

#### **Centre actions to mitigate the impact of the disruption**

- External agency employed to identify access arrangement requirements, as described in the Special Educational Needs Policy
- EO to receive a copy of access arrangements file and process access arrangement applications on JCQ website by February 21<sup>st</sup> 2019
- EO to liaise with the Awarding bodies to request modified papers.
- External agencies to be contacted by the EO to ensure support on the day of the exam.

### **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
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking
- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

#### **Centre actions to mitigate the impact of the disruption**

- EO to conduct exam data collection exercise at least once each Term. LM to be copied in and reported to regarding lack of information/missed deadlines.
- In case the final entries deadline (Feb 21<sup>st</sup> 2019) is not met due to lack of evidence from the HoDs, additional fees will be charged to the relevant Department budget.
- Candidates to be informed of centre assessed marking and appeals process before the internal assessment. Signed declarations to be kept until the deadline for appeal has passed.
- EO to liaise with the awarding bodies to ensure late internal assessment marks are submitted. All late fees to be charged to the relevant Department budget

### **4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

#### **Criteria 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 to mitigate the impact of the disruption

- Invigilators recruitment to be conducted by the EO in December 2018.
- All relevant training to be provided and evidence of it kept (including where undertaken by agency)
- External agencies to be conducted to book invigilators for the exams period.

## 5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria 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 to mitigate the impact of the disruption

- EO to work with LM to identify possible locations for the exams in advance of examination period (this included the Bhavan centre, St Andrews Church and Community centre).
- BA Hall will be used in case of emergency.
- Awarding body notified by the EO on the day.

## 6. Failure of IT systems

Criteria 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 to mitigate the impact of the disruption

- MIS systems to be checked before the examination period by the IT and EO
- Alternative arrangements to be put in place by the IT department to ensure access to internet on the days of the exams (this includes mobile broadband solutions - 4G hotspots).
- Local schools to be contacted to arrange alternative site on the results days by the EO.
- Awarding bodies to be contacted immediately on identifying the threat by the EO to ensure results are issued to candidates in the timely manner.

## 7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

- Centre actions to mitigate the impact of the disruption.
- The Centre will ensure that the scheduled examinations will take place. Alternative site will be agreed on with the local schools/community halls in advance (Bhavan centre, Gibbs Green community centre). The secure transportation of questions papers or assessment materials to the alternative venue will be provided by the Centre.
- The Awarding bodies and local and national agencies to be contacted for guidance.
- In case of emergency the Centre will follow Emergency evacuation procedure for examinations ([https://drive.google.com/open?id=1me7cJMGkf6uxJ\\_ikWaMXPHY-gwHLWh\\_6](https://drive.google.com/open?id=1me7cJMGkf6uxJ_ikWaMXPHY-gwHLWh_6)) and FBS emergency procedure action plan ([https://drive.google.com/open?id=1NlxQlbt8r2y\\_uVfkljTWq1LbTZApur2t](https://drive.google.com/open?id=1NlxQlbt8r2y_uVfkljTWq1LbTZApur2t))

- Where accommodation is limited, students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned will be prioritized as agreed with the SENCO. Written record will be kept.
- Parents, carers and students will be informed of any changes to the exam or assessment timetable or to the venue via ISAMS.
- External assessors or relevant third parties will be informed regarding any changes to the exam or assessment timetable by the EO.
- Examination papers and scripts will be stored securely at all times as per the JCQ requirements. All irregularities will be recorded, witnessed and reported to the Awarding bodies at the earliest time.

#### **8. 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

Centre actions to mitigate the impact of the disruption

- EO to liaise with the Awarding bodies for guidance and recommendations.
- Centre to amend the teaching timetable to prioritize students due to sit their examinations.
- Alternative sites and school dates will be agreed on by the SLT.
- Students and Parents/Guardians will be informed via ISAMS by the EO.
- SLT to work closely with EFSA to ensure temporary site is JCQ approved in good time.

#### **9. 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

Centre actions to mitigate the impact of the disruption

- Awarding bodies will be contacted by the EO for guidance. Students and Parents/Guardians will be informed via ISAMS.
- Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date. Relevant records will be collected and archived.
- Where any students' ability to take the assessment or demonstrate their level of attainment has been materially affected special consideration application will be submitted by the EO.

#### **10. Centre unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)**

Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to an unforeseen emergency)

Centre actions to mitigate the impact of the disruption

- The Centre will take all reasonable steps to mitigate any adverse effect arising from any disruption.
- The security of exam papers will be prioritized at all times. Any irregularities will be documented and reported to the Awarding bodies immediately.
- Centre to follow guidance from the Awarding bodies.
- Alternative site will be agreed upon in advance (Beaumont Avenue, Havan Centre, Gibbs Green community centre).

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### 11. Disruption in the distribution of examination papers

Criteria for implementation of the plan
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Disruption to the distribution of examination papers to the centre in advance of examinations
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Centre actions to mitigate the impact of the disruption
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- Staff relevant to receiving, storing and distributing of the exams material to undergo training prior to the examinations season. Evidence of training will be collated by the EO.
- EO to follow JCQ instructions for conducting examinations in relation to distributing the exam papers.
- Security of the exams papers will be prioritised at all times. Any irregularities of the procedure will be reported to the Awarding body immediately by the EO.

### 12. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan
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Delay in normal collection arrangements for completed examination scripts
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Centre actions to mitigate the impact of the disruption
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- Arrangements to be put in place for collection of completed papers with the Royal Mail.
- Completed scripts will be kept securely at the manned reception on the day of collection.
- In case the collection is impossible sealed completed scripts will be stored in the secure storage room overnight.

### 13. Assessment evidence is not available to be marked

Criteria for implementation of the plan
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Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
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Centre actions to mitigate the impact of the disruption
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- EO to contact the awarding body immediately on identifying the issue.
- Wherever relevant, EO to apply for Special considerations.

### 14. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

Criteria for implementation of the plan
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Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services
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Centre actions to mitigate the impact of the disruption
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- Awarding bodies to be contacted immediately on identifying the issue by the EO.
- Alternative venue to be agreed upon in advance (Bhavan Centre, Gibbs Green Community centre, St Andrews Church).
- Students and Parents/Guardians will be contacted vis ISAMS and informed of the changes.