

**Marshland** High School



Tel: 01945 584146 Fax: 01945 581275

email: [office@marshlandhigh.co.uk](mailto:office@marshlandhigh.co.uk) [www.marshlandhigh.co.uk](http://www.marshlandhigh.co.uk)

# Exams Contingency Plan and Administration Policy

# Contents

<b>Aims of the Exam Contingency Plan</b>	3
<b>Communications</b>	4
1. Disruption of teaching time – centres are closed for an extended period	5
2. Disruption in the distribution of examination papers	5
3. Candidates unable to take examinations because of a crisis - centres remain open	5
4. Centres are unable to open as normal during the examination period	6
5. Disruption to the transportation of completed examination scripts	6
6. Assessment evidence is not available to be marked	6
7. Disruption to the scanning process – where completed examination scripts are being scanned in preparation for on-screen marking	6
8. Markers unable to mark examination scripts according to marking schedules	7
9. Difficulty in meeting planned schedule or unable to issue results	7
10. Awarding organisations unable to issue results as planned	7
11. Awarding organisations unable to issue accurate results	7
<b>Summary of school responsibilities in the event of disruption to examinations</b>	8
<b>Administration Policy</b>	9
<b>Useful information</b>	11

## Aims of the Exam Contingency Plan

The Examination Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system at Marshland High School affecting candidates across several awarding organisations.

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions. This Examinations Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. This also applies to all other qualifications at Marshland High School.

The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The contingencies covered have been implemented on several occasions in response to localised issues in other centres. They would be applied on a larger scale in response to any widespread disruption at a national level.

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

If the usual contingencies are no longer sufficient to maintain these outcomes, the JCQ General Management Team consisting of key representatives of the Academic areas of the organisations involved, will agree the additional actions required.

If the situation cannot be resolved, the Senior Management Team will meet to agree further actions outside the scope of the General Management Team.

### **Support of the Trust:**

**Wherever needed, the centre would make use of our Trust Partners in WNAT, and seek alternative centre provision for the delivery of exams should Marshland High School be unavailable for an extended period of time. With this local support network, many critical issues can be resolved speedily.**

## Communications

In the event of local disruption communication to teachers and students will take place through the Examinations Officer following agreement with the Headteacher.

In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholders.

This includes communications between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public.

[www.ofqual.gov.uk/](http://www.ofqual.gov.uk/)

**The organisations involved in this Joint Contingency Plan are committed to:**

- sharing timely and accurate information as required to meet the aims of the plan
- communicating with stakeholders so they are aware of disruption to the exams, the contingency measures being implemented and any actions required of them as a result
- ensuring that any messages to the public are clear and accurate.

## 1. Disruption of teaching time – school closed for an extended period

If Marshland High School is 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. It is the responsibility of the School to prepare students, as usual, for examinations.

- In the case of modular courses, candidates should sit the examinations in the next available series
- The school should follow plans to facilitate teaching and learning by an alternative method or alternative location.
- The centre would make use of our Trust Partners in WNAT, and seek alternative centre provision for the delivery of exams should Marshland High School be unavailable.

**Guidance on emergency planning, with advice on severe weather, is available on the Department for Education website:**

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather>

## 2. Disruption in the distribution of examination papers

If the distribution of examination papers to centres in advance of Examinations is disrupted

- The awarding organisations to source alternative couriers for delivery of hardcopies.
- The awarding organisations would provide the school with electronic access to examination papers via a secure external network. Awarding organisations would fax examination papers to centres if electronic transfer is not possible. The Examinations Officer must ensure that copies are received, made and stored under secure conditions.

## 3. Candidates unable to take examinations because of a crisis - centres remain open

If candidates are unable to attend school to take examinations as normal, this contingency applies if Marshland High School becomes closed due to extreme issues on the school site e.g. Fire.

- The school can liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2018-2019>
- The school can offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control.

**JCQ guidance on special consideration can be accessed through the JCQ website:**

[www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance](http://www.jcq.org.uk/exams-office/access-arrangements-and-specialconsideration/regulations-and-guidance)

#### **4. Centres are unable to open as normal during the examination period**

If Marshland High School is unable to open as normal for scheduled examinations it must inform each awarding organisation with which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for the school to open lies with the Headteacher (Head of centre).

The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

- The school should open for examinations and examination candidates only if possible.
- The school should use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- The school may offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for Candidates where they have met the minimum requirements (see item 3, page 5).
- The centre would make use of our Trust Partners in WNAT, and seek alternative centre provision for the delivery of exams should Marshland High School be unavailable.

#### **5. Disruption to the transportation of completed examination scripts**

If there is a delay in normal collection arrangements for completed examination scripts.

- The school will seek advice from awarding organisations and normal collection agency regarding collection.
- The school must not make arrangements for transportation without approval from awarding organisations.
- The school must ensure secure storage of completed examination scripts until collection.

#### **6. Assessment evidence is not available to be marked**

If due to large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

- The awarding organisations should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- The candidates should retake affected assessment at subsequent assessment window.

#### **7. Disruption to the scanning process – where completed examination scripts are being scanned in preparation for onscreen marking**

If the examination boards scanning process is disrupted, resulting in a risk to the delivery of results on time.

- The awarding organisations should implement their existing contingency plans for disruption to on-screen marking process

- The awarding organisations should revert to traditional form of marking
- The awarding organisations should recruit, train or re-standardise qualified new markers.

## **8. Markers unable to mark examination scripts according to marking schedules**

If the examination board markers are unable to mark examination scripts resulting in a risk to the delivery of results by scheduled dates.

- The awarding organisations should re-allocate scripts to available markers
- The awarding organisations to recruit, train or re-standardise qualified new markers and prioritisation of marking to be based on results dates.

## **9. Difficulty in meeting planned schedule or unable to issue results**

Inability of awarding organisations (including the case of a single awarding organisation) to either meet planned schedule for issue of results, or to issue results as planned due to a systems failure. If the awarding organisation(s) face delay in meeting the planned schedule for issuing results:

- The awarding body should establish priorities for processing results, implement existing contingency plans for disruption to the schedule for issuing results.
- If awarding organisation(s) face difficulty in issuing results as planned due to a systems failure: in consultation with regulators, assess the level of disruption and consider alternative options for issuing results dependent upon the nature of the particular systems failure, the awarding organisations and regulators to liaise with relevant organisations (i.e. UCAS, CAO) regarding process of candidate progression to further and higher education.

## **10. Awarding organisations unable to issue accurate results**

Due to system error/failure or attack on systems means significant numbers of results cannot be validated as accurate or are issued and found to be inaccurate.

- The candidates, school and stakeholders will be informed of any incorrect results
- The awarding organisations will re-validate results
- The awarding organisations to re-issue results, via alternative format if necessary.

## **11. Centres are unable to distribute results as normal**

If the school is unable to access or manage the distribution of results to candidates, or to facilitate post results services.

**The school should contact the awarding organisations about alternative options:**

- The school will make arrangements to access its results at an alternative site.
- The school will make arrangements to coordinate access to post results services from an alternative site.
- The school will share facilities with other centres where possible.



## **Summary of School responsibilities in the event of disruption to examinations.**

- Preparing plans for any disruption to exams as part of centres general emergency planning.
- Preparing candidates for examinations.
- Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations.
- Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions.
- Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open.
- Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations.
- Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers.

## **Exams Administration Plan**

In order to safeguard all aspects of examination administration the following systems will be upheld, to ensure that, in the event of staff shortage, the administration of examinations can proceed in a controlled, organised manner.

### **The Examination Administration folder**

The Examination Administration folder contains a list of essential key dates. This list can be used to identify exactly where, in the examination cycle, the school is at any given time and which tasks are relevant for that specific period.

A list of contact details for all examination staff across the Trust can be found in the Examination Administration Folder. All staff are available to provide support for each of the stages below.

### **Entries**

A copy of estimated entries for the current academic year will be kept in the Exam Lists and Amendments 2020-2021 folder, contained in the exams office, to provide information on syllabus and examination codes. This will allow for the creation of mark sheets and exam entries. Practical support, if required, will be available from Trust examination staff.

When entries have been made, a list of entry codes and totals will be given to the relevant staff to check and confirm and placed in the Exam Lists and Amendments 2020-2021 folder.

### **Non-examination assessments**

NEA marks must be obtained from relevant Heads of Department and/or subject teachers and submitted via the secure areas for relevant exam boards. Exam boards differ in their requirements regarding NEA and care must be taken to ensure these are adhered to. Sample requests will be received in due course (or can be obtained from the secure areas) and moderator samples can then be dispatched.

### **Invigilation**

The Invigilator folder contains contact and availability details for all invigilators currently employed by the school.

### **Access Arrangements**

Details of all students entitled to examination concessions are available in the SEN 20-21 folder.

### **Timetabling/examination scheduling and examination organisation**

Examination timetables will be publicly distributed on the school website and a master copy will be kept in the Examination Administration folder. This will provide information on rooming and scheduling of examinations. More detailed timetables, detailing invigilation and access arrangements will be distributed to invigilators and held in the Examination Administration folder.

### **Examination packs**

Exam packs are provided for each examination room. They contain:

- Coversheets detailing all information relevant to a specific exam. These include paper references, duration, rooming, number of candidates, stationary requirements and any details of students entitled to exam concessions and erratum notices.
- Seating plans.
- Attendance registers.
- Scribe and word processor cover sheets.
- Specific details and instructions for invigilators.

Examination packs are assembled in advance of examinations and stored securely with the relevant examination papers.

### **Storage/access to papers**

Access to papers and the secure storage will be restricted. However, the keys to the secure storage will be kept securely in the school so that access can be given to the appointed person by the Head of Centre. Papers are to be logged at reception on delivery and moved immediately to the secure storage. When unpacked they should be checked carefully to ensure the correct numbers/paper references.

### **Examination day**

In the event of absence on an examination day, given that timetabling and exam packing will have been completed in advance, invigilators will be able to organise the running of the exam. Invigilators will attend an annual training session to ensure that they have the knowledge needed to uphold the integrity of the examinations.

### **Dispatch of Scripts**

Step by step instructions on dispatching scripts will be kept in the Examinations Administration folder. These will include details of where the relevant stationary is stored and contact details for the exam boards.

### **Special Consideration Applications**

Applications for Special consideration must be made to the relevant boards within seven days of the last examination in the series in each subject. An on- going record of special consideration and any evidence will be kept in the Special Consideration 2020-2021 folder.

### **Pre-results preparation**

Necessary SIMS updates will be installed by IT. Named envelopes are to be prepared, ready for Candidates' Statements of Results.

### **Results**

Results will be printed on the early release days. Results will then be placed in named envelopes ready for distribution on the results release days.

**Post-Results**

Teaching Staff will be sent relevant forms and given relevant information on the post-results services prior to results days. Students will be made aware of their right to request Post-Results Services and their right to appeal as detailed in the ATS, EAR & Appeals Policy.

**In the event of the centre being unavailable for examinations or on results day**

In the event that the centre is unavailable for examinations the head of centre will liaise with awarding bodies in order to make provision for students to sit their examinations at an alternative site. It is likely this would be one of the three other high schools within the West Norfolk Academies Trust. Applications for special consideration would then be made for all students affected.

In the event that the centre is unavailable on results day the head of centre will either make arrangements for the use of an alternative venue (a long standing agreement exists with the primary school adjacent to the centre) or results will be sent out to students via email.

## Useful information

- AQA - [www.aqa.org.uk](http://www.aqa.org.uk)
- JCQ - [www.jcq.org.uk](http://www.jcq.org.uk)
- CCEA - [www.rewardinglearning.org.uk](http://www.rewardinglearning.org.uk)
- Ofqual - [www.ofqual.gov.uk](http://www.ofqual.gov.uk)
- City & Guilds - [www.cityandguilds.com](http://www.cityandguilds.com)
- DfE - [www.education.gov.uk](http://www.education.gov.uk)
- Edexcel - [www.edexcel.com](http://www.edexcel.com)
- DfE – Exams Delivery Support  
[www.education.gov.uk/schools/teachingandlearning/qualifications/examsadmin](http://www.education.gov.uk/schools/teachingandlearning/qualifications/examsadmin)
- EDI - [www.ediplc.com](http://www.ediplc.com)
- DENI - [www.deni.gov.uk](http://www.deni.gov.uk)
- OCR - [www.ocr.org.uk](http://www.ocr.org.uk)
- UCAS - [www.ucas.ac.uk](http://www.ucas.ac.uk)
- VTCT - [www.vtct.org.uk](http://www.vtct.org.uk)
- Welsh Government - <http://wales.gov.uk/topics/educationandskills>
- WJEC - [www.wjec.co.uk](http://www.wjec.co.uk)
- JCQ - A guide to the special consideration process - <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>
- JCQ - Instructions for conducting examinations - <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>
- DfE guidance on dealing with disruption to teaching and learning - <http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather>
- DENI guidance on dealing with disruption to teaching and learning - [www.deni.gov.uk/exceptional\\_closures\\_checklist.pdf](http://www.deni.gov.uk/exceptional_closures_checklist.pdf)