

Exams

Contingency policy

2023/24

This procedure is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Richard Tandoh	
Review Date	20 th March 2025

Key staff involved in the complaints and appeals procedure

Role	Name(s)
Head of centre	Arthur Barzey
Exams officer	Richard Tandoh
Senior leader(s)	Judith Blunden
ALS lead/SENCo	Lois Burgees

Causes of potential disruption to the exam process

Exam officer (RAS) 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 include:

- 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 and trained.
- Entries not made.
- 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*
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- 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 e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required 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

Deputy head / office Manager to step in the interim until Exams Officer recruited.

1. Disruption of teaching time – centre is closed for an extended period.

Criteria for implementation of the plan

- ☐ We are 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.

Recommended actions:

Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centres to prepare students, as usual, for examinations.

- ❑ In the case of modular courses, we may advise candidates to sit examinations in an alternative series
- ❑ In the case of BTEC courses, school will endeavour to have students study in an alternative location e.g. Cuckoo Hall Academy or local college

We will follow DFE guidance on emergency planning, with advice on severe weather. This is available on the Department for Education website:

www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather

Centre actions:

- Exams Manager , to liaise with Head teacher over entries.

1. SENCO extended absence at key points in the exam cycle

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
- 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
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained
- Exam time
- access arrangement candidate support not arranged for exam rooms

Centre actions:

- SENCO deputy to liaise with Exams Officer over SENCO absence.

2. HODs extended absence at key points in the exam cycle

Key tasks not undertaken include:

- *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*
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- Exams Officer to liaise with senior leadership.

3. Invigilators - lack of appropriately trained invigilators or invigilator absence

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:

Contact exam invigilation agency Lucinda Recruitment and request invigilator cover.

4. **Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

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 expected incident at exam time*

Centre actions:

- In an emergency the sports hall building could be utilised for examination purposes

6. **Failure of IT systems**

- *MIS system failure at final entry deadline*
- MIS system failure during exams preparation
- MIS system failure at results release time

Centre actions:

- Exams Officer and to liaise with Examination Boards as to appropriate action. Online entries.

7. **Disruption of teaching time – centre closed for an extended period**

- 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:

- Headteacher, Governors, SLT to take the necessary action.

8. Centre unable to open as normal during the exams period - Flooding / cyber attack

Centre unable to open as normal for scheduled examinations

In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Criteria for implementation of the plan

- We are unable to open as normal for scheduled examinations.

A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible.

As part of their general planning for emergencies, centres should cover the impact on examinations. The responsibility for deciding whether it is safe for a centre to open lies with the head of centre. The head teacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

Recommended actions:

- We will open for examinations and examination candidates only, if possible

We will use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)

Alternative site agreed by Headteacher.

Woodpecker Primary school

51 Nightingale Road

Southgate

N9 8BF

Email: office@woodpeckerhallacademy.org.uk

We may offer candidates an opportunity to sit any examinations missed at the next available series.

We will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).

9. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

- ☐ Candidates are unable to attend examination centres to take examinations as normal.

Recommended actions:

- ☐ We will liaise with candidates to identify whether the examination can be **sat at Wood Pecker primary school** in agreement with the relevant awarding organisations
- ☐ We will offer candidates an opportunity to sit any examinations missed at the next available series
- ☐ We will 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. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not apply.

JCQ guidance on special consideration can be accessed through the JCQ website: www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-

Assessment evidence is not available to be marked

Criteria for implementation of the plan

- ❑ Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Recommended actions

- ❑ Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
- ❑ Candidates to retake affected assessment at subsequent assessment window.

Disruption to the transportation of completed examination papers.

Recommended actions:

- ❑ In the first instance we will seek advice from awarding organisations and normal collection agency regarding collection. We will not to make their own arrangements for transportation without approval from awarding organisations.
- ❑ We will ensure secure storage of completed examination papers until collection.

Covid-24

[JCO statement on latest covid health advice - JCO Joint Council for Qualifications](#)

Challenge	Response	Lead
Pre-planning and preparation	<p>To read and act on all DFE and NHS English daily updates</p> <p>Ensure sufficient signage around school for students, staff and visitors.</p> <p>Continued reminders from staff to students about good hygiene and managing risks</p> <p>Assess risks for external visits (especially residential visits)</p> <p>Use alcohol based hand sanitisers for toilets and eating areas –</p> <p>Twice daily cleaning of all hand contact areas (doors/toilets etc...)</p> <p>Update parents where any changes happen and publish on website/social media - including regular requests for information on movement of members of the school community to any high risk countries.</p>	<p>RAS</p> <p>RAS</p> <p>SLT</p> <p>SLT</p>

<p>Responding appropriately and adequately to an outcome of Covid19</p>	<p>Enact school closure procedures if needed and contact Public Health for advice over possible deep clean</p> <p>Contact stakeholders and suppliers/contractors to inform them of need to close the school</p> <p>Communicate the nature of potential school closure. Is there a priority for KS4 students (can that be safely done?) Can we accommodate larger classes in the first instance instead of closure (if numbers being off school start to rise and advice is to remain open)?</p> <p>Organise for the safe and secure transport home of all students avoiding contact with members of public where possible</p> <p>Letter to all parents and carers outlining the issues and key actions that school will be taking and to be reassuring at the same time</p> <p>Ensure that individuals who had been in contact with anyone who is known to be infected confirm that they have contacted 111 or the GP and are self-isolating and, where needed, they are being tested. Those individuals must liaise with Helen on a frequent basis</p> <p>To work with Public Health England to ensure that the school is safe for the students to return</p>	
<p>Ensuring that all external examinations will happen</p>	<p>If school is forced to close then attempt to enact the shared examination protocol between RAS SSM</p> <p>If schools are closed then Kingfisher Primary cuckoo Hall will be used as preferred option</p> <p>If this is not possible; Schools will contact our other Primary schools in the trust to request possible examination space on site.</p>	<p>RAS</p>