

Thomas Gainsborough School

Centre No 19319

# Exams Contingency Policy 2017/18

This policy is reviewed annually to ensure compliance with current regulations

**Approved/reviewed by**

**Date of next review**

### **1 Exam officer extended absence at key points in the exam process**

- Deputy Head (HYa) to appoint a suitable Deputy Examinations Officer as soon as possible, who will follow procedures and practices within the Examinations Officer remit. Ensuring the Key tasks as listed above are understood.
- Exams Officer to ensure essential information is available to Deputy Head and members of the exam team and to keep policies and procedures up to date.
- Head of IT to assist in tasks which involve SIMS and/or A2C
- Exam Boards to be kept informed of developments (contact numbers at the end of this document and in the Exams Officer's room)
- Exams Officer to ensure the Exams policies and procedures are up to date at all times

### **2 SENCo extended absence at key points in the exam cycle**

- Deputy Head, SLT to select a suitable Deputy SENCo as soon as possible, who will follow procedures and practices within the SENCo remit.
- Exams Officer to ensure essential information is available to Deputy Head
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times
- Testing and Assessments continue to be carried out by qualified members of the SEN team and Educational Psychiatrist. Applications for Access Arrangements to be made in conjunction with the Exams Officer.
- Senior members of the SEN team to be fully up to date with JCQ Regulations (Orange Book)

### **3 Heads of Department extended absence at key points in the exam cycle**

- Deputy Head to ensure continuity by appointing an alternative member of the department to take responsibility for the above actions.

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

- Examinations Officer to ensure that capacity is never exceeded on any one day.

- Examinations Officer to maintain a continuing list of suitable candidates to 'top up' the reserve bank of invigilators.
- Examinations Officer to review training procedures regularly and put in place additional training as required
- Invigilation is planned well in advance and always with reserve staff allocated
- A pool of senior, experienced staff e.g. Teaching Assistants / Learning Mentors are fully trained and used as Senior Invigilators - absence of Senior Invigilators can therefore be covered

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

- Pre-planning is essential. Exam rooms are allocated well in advance of the examinations window by the Site Manager in consultation with the Deputy Head and the Exams Officer.
- Examinations Officer to liaise with Deputy Head (HYa) to identify alternative venue for emergency accommodation.
- Emergency Evacuation plan should be in place.
- The four exam venues are situated in different, venues around the campus (Sports Hall, Small Gym, B Block, G Block). Should one become unavailable it will be possible to re-arrange venues and seating plans at short notice in order to accommodate candidates. In this case the centre will communicate with parents, carers, candidates and staff with up-to-date information.
- Senior Invigilators will assist the Exams Officer in maintaining the security of exam papers should a venue be changed a very short notice.
- Exams Officer to ensure that any late-notice rooms comply with regulations as set out in the JCQ ICE book.

## **6 Failure of IT systems**

- Entries and Preparation to be made in advance to avoid late problems due to IT failure.
- IT department to be aware of importance of Examination data.
- Examinations Officer to contact all Examination Boards for alternative route for dissemination of results.

- Failure at Entry Deadline – Deputy Head to liaise with Head of IT and Exams Officer to enable a swift resolution to any issues. Exams Officer to contact exam boards as quickly as possible to identify alternative route for processing entries (e.g. via exam board secure websites).
- Failure during exams preparation – Deputy Head to liaise with the Head of IT as above. Exams Officer to inform exam boards of ongoing situation
- Failure at results release time - Deputy Head liaise with Head of IT and Exams Officer to enable a swift resolution to any issues. Exams Officer to contact exam boards as quickly as possible to identify alternative route for receiving results (e.g. via exam board secure sites).

## **7 Emergency Evacuation of the Exam Room (or Centre Lock Down)**

- Senior Invigilators, Invigilators, Deputy Head, and Exams Officer to ensure emergency evacuation plan is followed, maintaining the integrity of the exam. (See Emergency Evacuation Policy)
- Candidates to be held separately avoiding contact with main body pupils, thus ensuring that candidates do not communicate with one another. Exams Officer and Invigilators to maintain security of candidates throughout the evacuation or the relocation to another venue

## **8 Disruption of teaching time – centre closed for an extended period**

- The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.
- Centre to investigate alternatives for students with imminent exams.
- Examinations Officer to advise the Examination Boards as appropriate.
- In very extreme circumstances, advise candidates they may need to sit exams in the next available series.
- Deputy Head to prioritise teaching venues on campus for students in exam years if possible
- Consider use of alternative venues

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

- The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue.
- Centre to liaise with Exam Boards to sit exams at a different venue in extreme circumstances.

- Should a significant number of candidates need to be isolated due to sickness , alternative accommodation within the Centre will be arranged. Invigilation will be maintained and the lead first aider advised of the situation.
- If appropriate apply for Special Consideration for those affected to the appropriate Exam Boards.
- The centre to communicate with parents, carers, and candidates regarding solutions to the issue

#### **10 Centre unable to open as normal during exams period**

- School will always be open for examination candidates unless a situation means that it is unsafe for anyone to enter the building.
- Exams Officer to inform each awarding organisation which examinations are affected as soon as possible
- Consider use of alternative venue – use of Wells Hall School (local) or Academy venues
- Centre to communicate with parents, carers, candidates and staff regarding alternative arrangements.
- Centre to arrange travel arrangements if necessary.

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

- Arrange with Exam Boards for alternative means of receiving papers either electronically or alternative courier.
- Examinations Officer to ensure papers are kept securely until needed.
- Examinations Officer to inform Deputy Head of new arrangements.

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

- The centre to communicate with relevant Exam Boards at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant Exam Boards.
- Scripts to be stored securely according to JCQ regulations until transport is confirmed.

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

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to pupils and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.
- Candidates to re-take the relevant assessment at a subsequent assessment window if possible.

### **14 Centre unable to distribute results as normal**

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Unable to access results - Exams Officer will contact awarding bodies regarding alternative options (e.g. download results from awarding body secure websites)
- Unable to distribute results - the centre will communicate with parents, carers, candidates and HoDs with details of alternative arrangements (e.g. alternative site). Information to be posted on the school website and communicated to reception staff and school office.
- Alternative arrangements for post-results services to be communicated to parents, carers, candidates, HoDs, reception staff and school office.