



## **Croydon High School GDST Senior School Public Examination Contingency Plan**

**Responsibility:** Examinations, Assessment and Data Officer

**Last Review:** November 2021

**Next Review:** September 2022

### **Purpose of the Plan**

This plan examines potential risks and issues that could cause disruption to the management and administration of the examination process at Croydon High School. By outlining actions / procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our examination process.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for the examination system in England, Wales and Northern Ireland* where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

### **Causes of Potential Disruption to the Examination Process**

**Examinations Officer extended absence at key points in the examination process (cycle)**

#### **Criteria for implementation of the plan**

Key tasks required in the management and administration of the examination cycle not undertaken including:

##### *Planning*

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered.
- Annual examinations plan not produced identifying essential key tasks, key dates and deadlines.
- Sufficient invigilators not recruited and trained.

##### *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 examinations / assessment.
- Awarding body entry deadlines missed or late or other penalty fees being incurred.

##### *Pre-examinations*

- Examination timetabling, rooming allocation and invigilation schedules not prepared.
- Candidates not briefed on examination timetables and awarding body information for candidates.
- Examination / assessment materials and samples of candidates' work not stored under required secure conditions.

- Internal assessment marks and samples of candidates' work not submitted to awarding bodies / external moderators.

#### *Examination time*

- Examinations / assessments not taken under the conditions prescribed by awarding bodies.
- Required reports / requests not submitted to awarding bodies during examination / assessment periods, such as 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

### **Centre Actions**

- Deputy Head (Academic) to liaise with Examinations Officer over entries.
- Deputy Head (Academic), Examinations Officer and Heads of Year 11, Lower Sixth and Upper Sixth to liaise over pre-examination administration.
- Examinations Officer to liaise with Deputy Head (Academic) regarding examination time issues and results.

### **SENCO extended absence at key points in the examination cycle**

#### **Criteria for implementation of the plan**

Key tasks required in the management and administration of the access arrangements process within the examination 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-examinations*
  - Approval for access arrangements not previously applied to the awarding board.
  - 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.
- *Examination time*
  - Access arrangement candidate support not arranged for examination rooms.

### **Centre Actions**

- Deputy Head (Academic) and Examinations Officer liaise during SENCO absence and allocate tasks as required.

### **Teaching staff extended absence at key points in the examination cycle**

#### **Criteria for implementation of the plan**

Key tasks not undertaken including:

- Early / estimated entry information not provided to the Examinations Officer on time, resulting in pre-release information not being received.
- Final entry information not provided to the Examinations Officer on time, resulting in:
  - Candidates not being entered for examinations / 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**

- Deputy Head (Academic) and Examinations Officer liaise with remaining teaching staff.

## **Invigilators – lack of appropriately trained invigilators or invigilator absence**

### **Criteria for implementation of the plan**

- Failure to recruit and train sufficient invigilators to conduct examinations.
- Invigilator shortage on peak examination days.
- Invigilator absence on the day of an examination.

### **Centre Actions**

- Recruitment and training is done well in advance.
- Examinations Officer and Deputy Head (Academic) to cover absences or shortages, although Croydon High School's policy is not to, where possible, work to the minimum ratio requirements.

## **Examination rooms – lack of appropriate rooms or main venues unavailable at short notice**

### **Criteria for implementation of the plan**

- Examinations Officer unable to identify sufficient / appropriate rooms during examinations timetable planning.
- Insufficient rooms available on peak examination days.
- Main examination venues unavailable due to an unexpected incident at examination time.

### **Centre Actions**

- In an emergency, the Assembly Hall could be utilised for examination purposes or rooms on the top floor of K Block.

## **Failure of IT systems**

### **Criteria for implementation of the plan**

- MIS system failure at final entry deadline.
- MIS system failure during examinations preparation.
- MIS system failure at results release time

### **Centre Actions**

- Examinations Officer and IT Manager to liaise with Examination Boards as to appropriate action.

## **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**

- SLT to take the necessary action.

## **Centre unable to open as normal during the examination period**

### **Criteria for implementation of the plan**

- 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.*

### **Centre Actions**

- Examinations Officer to liaise with Deputy Head (Academic) and to inform awarding bodies.
- The administrators at St John's the Devine Church Hall (15 Upper Selsdon Road, South Croydon, CR2 8DD) to be contacted to arrange for the examinations to be held there.
- Should it not be possible to access the examination papers, the Selsdon Library facilities to be used to download and print emergency copies. On a Wednesday, when the Library is closed, it would be necessary to go to the Sanderstead branch. As they do not open until 9am, it would be necessary to keep candidates for morning examinations in isolation whilst obtaining the papers

### **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**

- Consideration would be given on an individual basis as to why they were unable to attend the examination centre. Special consideration may be applied for.

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

#### **Criteria for implementation of the plan**

- Delay in normal collection arrangements for completed examination scripts.

#### **Centre Actions**

- Scripts remain securely stored in the Examinations Store until Parcelforce collection is reinstated or Examinations Officer transports them to the Post Office if they are not 'yellow label'.

### **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.

#### **Centre Actions**

- Examinations Officer to contact awarding bodies for advice.

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

#### **Criteria for implementation of the plan**

- Centre is unable to access or manage the distribution of results to candidates or to facilitate post-results services.

#### **Centre Actions**

- Examinations Officer to contact awarding bodies for advice.

*\* Information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland.*

## **Further Guidance to Inform and Implement Contingency Planning**

### **Ofqual**

*Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.*

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

## JCQ

*General regulations*

<http://www.jcq.org.uk/exams-office/general-regulations>

*Guidance on alternative site arrangements*

<http://www.jcq.org.uk/exams-office/forms>

<https://www.jcq.org.uk/exams-office/cap/>

*Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

*A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

## GOV.UK

*Emergencies and severe weather: schools and early years settings*

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide – Ensuring the service runs smoothly – Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>