

## **Examination Contingency Plan**

### ***Contingency Planning***

Schools should prepare plans for any disruption to examinations as part of their general emergency planning, and ensure that the relevant staff are familiar with these plans. This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Leicester Community Academy. By outlining actions/procedures to be followed 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 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."

This is the responsibility of the Head Teacher, Leadership team and the Examinations Officer

If the Head Teacher decides to close the School, they will discuss alternative arrangements with the relevant awarding organisation.

It is the Head Teacher's responsibility to ensure that parents/carers are kept informed of any decisions by issuing notifications on the School website.

### ***Absence of the Exams officer***

The Head Teacher and Leadership team are to ensure that trained, knowledgeable staff are available to keep the exams office running without accruing late fees and disadvantaging students, if the need arises. There is capacity within the organisation to cover short-term absence of the exams officer, if the majority of preparatory administrative work has been completed in advance. In cases of the Exams Officer's longer-term absence, or where more technical

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support is required, the involvement of suitable staff from ALET will be sought.

### ***National Incident***

The School will take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check the School website for up to date statements.

### ***Disruption in the Distribution of Examination Papers***

If there is a disruption to the distribution of examination papers to centres in advance of examinations, the School will contact the awarding organisations who should be able to provide the School with electronic access to examination papers via a secure external network.

The Examinations officer will ensure that copies are received, made and stored under secure conditions.

Alternatively the awarding organisations can source alternative couriers for delivery of hardcopies of examination papers to the School.

### ***School Is Unable To Open As Normal During the Examination Period***

If possible, the School will remain open for examinations and examination candidates only. If the School is unable to open for examinations, the Examinations Officer will 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 Head teacher.

The Head Teacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the School is able to open.

Alternatively the School may use other venues in agreement with relevant awarding organisations (e.g. share facilities with other

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centres or use other public buildings, if possible, such as Darul Uloom Leicester or Madani High School Leicester).

The Head Teacher / Leadership team are to advise the Exams officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable the Exams officer to submit the information to all the relevant awarding Bodies.

For certain candidates the School may be able offer an opportunity to sit any examinations missed at the next available series.

The School may also apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

### ***Specific Bad Weather Contingency Plan***

When possible the School will remain open for examinations and examination candidates only.

The Head teacher/s have recruited a group of School staff who live locally and can walk in on bad weather days in order to operate timetabled examinations as per the timetable. Staff will be contacted by text when necessary.

The school shall notify parents/carers by issuing notifications on the School's website.

Where a pupil misses an exam because of bad weather, the School will discuss their circumstances with the relevant awarding organisations. The action to be taken will aim to safeguard the interests of candidate whilst also maintaining the integrity of the exams.

### ***Candidates Unable To Take Examinations Because Of a Crisis - School Remains Open***

If candidates are unable to attend School to take examinations as normal, the School will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.

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Alternatively 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. If a candidate chooses not to sit an examination for other reasons, they will be informed 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-guidance](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance)

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

### ***1. Exam Officer Extended Absence***

#### **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 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 exams/assessment

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- 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

### **Centre Actions**

- Head of Centre/Head Teacher/s to appoint member of administrative staff Mr H. Lorgat & Ms S. Pathan to take over responsibilities should absence of EO have a potential to affect the meeting of deadlines.
- Staff member Ms S.Pathan work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time.

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## **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
- 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:**

- Head of Centre / Head Teacher/s responsible for ensuring position is filled by Ms S.Pathan, should absence have the potential to disrupt exam preparation.
- EO to ensure access arrangements are in place by the Spring term of Year 10 for all students where possible. The ART & R.E room is available for the Summer examination series.
- EO to plan access arrangements for exam days in advance of the Summer series, in consultation with SENCo Ms S. Pathan & Mr I. Tai.

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

#### **Centre Actions:**

- EO & Admin staff responsible for ensuring deadlines are met for estimated entries. Any omissions to be referred to Head of Centre/Head Teacher/s.
- Head of Centre/Head Teacher/s responsible for ensuring the priority for teaching is the examination cohort and staff will be covered in good time, by trained professionals, in all circumstances.

### ***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

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**Centre Actions:**

- EO responsible for recruitment of invigilators in the Autumn term of the summer series. Advance planning required to ensure enough are available for the sittings. Mr H.Shaikh, Mr S. Shah, Mr I. Mulla, Mrs S. Mulla, Ms S.Pathan and Mrs T.Khan have all been appointed as Invigilators.
- Head of Centre/Head Teacher/s to be informed if recruitment is necessary.

***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 expected incident at exam time

**Centre Actions:**

- EO responsible for ensuring planning of rooms is completed by the end of the Spring term to identify potential rooming issues.
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident. Ground floor Year 7, 8 & 9 classes are available during an incident.
- Head of Centre/Head Teacher/s to liaise with EO to ensure no disruptions due to room shortages.

***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:**

- EO to contact the awarding bodies directly to arrange alternative methods of information exchange.
- Head of Centre/Head Teacher/s to be informed.

**7. \*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:**

- Head of Centre/head Teacher/s responsible for finding alternative venues/methods of learning. (e.g. share facilities with other centres or use other public buildings, if possible, such as Darul Uloom Leicester or Madani High School Leicester)
- Priority given to exam cohort.
- Centre to communicate with parents and students.

**8. \*Centre Unable to Open As Normal During the Exams Period**

**\* Criteria for Implementation of the Plan**

- Centre unable to open as normal for scheduled examinations.
- *\*In the event that the Head of Centre /Head Teacher/s 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. (Leicester Community Academy will share facilities with other centres or use other public buildings, if*

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*possible, such as Darul Uloom Leicester or Madani High School Leicester)*

**Centre Actions:**

- Open for candidates only if possible.
- Use alternative venue, in agreement with awarding organisations. (Leicester Community Academy will share facilities with other centres or use other public buildings, if possible, such as Darul Uloom Leicester or Madani High School Leicester)
- Offer students the opportunity to sit the next series.

**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:**

- Procedures for absence outlined to students in examinations booklet information given each year.
- EO to liaise with student and parents to find alternative venue/advise on next opportunity to sit the examination/apply for special considerations if required.

**10. \*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:**

- EO to communicate with awarding bodies for approval of alternative delivery arrangements.

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**11. \*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:**

- EO to communicate with awarding bodies immediately.
- Student marks to be submitted based on appropriate evidence.
- Candidates offered the opportunity to retake in subsequent series.

**12. \*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:**

- EO and Head of Centre/Head Teacher/s to assess alternative arrangements for issuing results with the regulators.
- Head of Centre/Head Teacher/s to inform transition schools, students and parents about delay as soon as possible.

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

Reviewed: December 2017

Next Review: December 2018