



St Hugh's School

Exam Contingency Plan

2019/20

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at St Hugh's School. By outlining actions/procedures to be invoked 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 the **Ofqual Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted* and the **JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland**.

This plan also confirms that St Hugh's School is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2019-2020*) that the centre *has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.*

Possible causes of disruption to the exam process

1. Exam officer 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 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*

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*
- *awarding body entry deadlines missed or late or other penalty fees being incurred*

Pre-exams

- *invigilators not trained or updated on changes to instructions for conducting exams*
- *exam timetabling, rooming allocation; and invigilation schedules not prepared*
- *candidates not briefed on exam timetables and awarding body information for candidates*
- *confidential 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, for example very late arrival, suspected malpractice, special consideration*
- *candidates' scripts not dispatched as required for marking 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

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*
- *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- *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*
- *centre-delegated arrangements not put in place*
- *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

Exam time

access arrangement candidate support not arranged for exam rooms

3. Teaching staff extended absence at key points in the exam cycle

4. Criteria for implementation of the plan

5. *Key tasks not undertaken including:*

- 6. *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received***
- 7. *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***
- 8. *Non-examination assessment tasks not set/issued/taken by candidates as scheduled***
- 9. *Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking***

10. *Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines*

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

12. Criteria for implementation of the plan

13. *Failure to recruit and train sufficient invigilators to conduct exams*

14. *Invigilator shortage on peak exam days*

15. *Invigilator absence on the day of an exam*

Centre actions to mitigate the impact of the disruption

16. It is the responsibility of the Exams Officer to ensure that sufficient invigilators are trained to execute their role within the centre

17. More than the sufficient number of staff will be trained each year to ensure a bank of staff is available in addition to those required to satisfy need related to the number of rooms and access arrangements in operation

18. Contingency staff will be named on exam room plans and timetables

19. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice. Centre unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

20. Criteria for implementation of the plan

21. *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*

22. *Insufficient rooms available on peak exam days*

23. *Main exam venues unavailable due to an unexpected incident at exam time*

24. *Centre unable to open as normal for scheduled examinations*

Centre actions to mitigate the impact of the disruption

- The Exams Officer is responsible for planning of an exam timetable with sufficient time to plan and source appropriate rooms
- Examinations to take precedence over all other activities at the school
- The Exams Officer/Head of Centre will inform each awarding body with details of which examinations are due to be taken as soon as possible and will follow instructions provided by the awarding body
- The responsibility for deciding whether it is safe for school to open lies with the Head of Centre. The Head of centre is responsible for taking advice or following instructions from relevant local or national agencies in deciding whether they are able to open
- School will attempt to open for examinations and examination candidates only, if possible
- School will use alternative venues in agreement with relevant awarding bodies (alternative site arrangements application), for example, local colleges (North Lindsey College/John Leggott College). Transferred candidate applications will be completed, if relevant, to each awarding body

- School may offer candidates an opportunity to sit any examinations missed at the next available series

St Hugh's will apply to awarding bodies for special consideration for candidates where they have met the minimum requirements

25. Failure of IT systems

26. Criteria for implementation of the plan

27. MIS system failure at final entry deadline

28. MIS system failure during exams preparation

29. MIS system failure at results release time

Centre actions to mitigate the impact of the disruption

- Exams Officer will ensure that final entries are made in advance of the deadline as detailed on exam preparation timetables
- IT support staff are to be fully trained and will seek advice from MIS system operators. Trained staff are to be available on key dates to support the occurrence of any issues
- School will inform awarding bodies of any issues in the release of results and follow guidance given

Parents/carers and candidates will be informed as soon as possible if there is any disruption to the results process by telephone and details of any alternative arrangements

30. Emergency evacuation of the exam room (or centre lock down)

31. Criteria for implementation of the plan

32. Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

33. Centre actions to mitigate the impact of the disruption

34. See Emergency Evacuation of the Examination Room Policy

35. Disruption of teaching time - centre closed for an extended period

36. Criteria for implementation of the plan

37. 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 to mitigate the impact of the disruption

- It remains the responsibility of St Hugh's to prepare students, as usual, for examinations. This may involve the use of an alternative site overseen by the Head of Centre (applications to be made for transferred candidates as appropriate to each awarding body)
- School may advise candidates to sit examinations in an alternative series

Parents/carers will remain fully informed by phone call/school website

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

39. Criteria for implementation of the plan

40. Candidates are unable to attend the examination centre to take examinations as normal

Centre actions to mitigate the impact of the disruption

- School will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the awarding body (application for alternative site/transferred candidate arrangements)
- School will offer candidates an opportunity to sit any examinations missed at the next available series
- Application to awarding body for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by school not to attend the examination. If a candidate chooses not to sit an examination, they should be aware that special consideration rules will not apply

Parents/carers will be kept fully informed as to solutions and outcomes via phone call

41. Disruption in the distribution of examination papers

42. Criteria for implementation of the plan

43. Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions to mitigate the impact of the disruption

- Exams Officer/Head of Centre to inform awarding bodies involved and follow guidance/instructions
- Awarding bodies to source alternative couriers for delivery of hard copies
- Awarding bodies to provide school with electronic access to examination papers via a secure external network. St Hugh's to ensure that copies are received, made and stored under secure conditions
- Awarding bodies would provide guidance on the conduct of examinations in such circumstances

As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date

44. Disruption to the transportation of completed examination scripts

45. Criteria for implementation of the plan

46. Delay in normal collection arrangements for completed examination scripts

Centre actions to mitigate the impact of the disruption

- Where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, the exams officer/head of centre will seek advice

from awarding organisations and will not make their own arrangements for transportation unless told to do so by the awarding organisation.

- For any examinations where the centre makes their own arrangements for transportation. The centre will investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for Conducting Examinations.

St Hugh's will ensure secure storage of completed examination papers until collection.

47. Assessment evidence is not available to be marked

48. Criteria for implementation of the plan

49. *Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked*

Centre actions to mitigate the impact of the disruption

- Awarding bodies to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations

Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series

50. Centre unable to distribute results as normal or facilitate post results services (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

51. Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- Sufficient staff are to be available to execute contingency plans
- See 6. Failure of IT systems
- Head of Centre and awarding bodies to be informed and guidance/instructions followed
- Alternative site to be used/share facilities (Outwood Academy Brumby/North Lindsey College/John Leggott College) in agreement with the relevant awarding organisation for distribution of results and facilitation of post-results services
- Parents/carers and candidates to be informed via phone call, school website and local radio

Centre to contact the relevant awarding organisation if electronic post results requests are not possible

Further guidance to inform procedures and implement contingency planning

Ofqual

What schools and colleges and other centres should do if exams or other assessments are seriously disrupted

1. Contingency planning

You should prepare for possible disruption to exams and other assessments as part of your emergency planning and make sure your staff are aware of these plans.

When drafting contingency plans, you should consider the following guidance...

2. Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises.

You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

3. Steps you should take

3.1 Exam planning

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

3.2 In the event of disruption

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to JCQ's '**Centre emergency evacuation procedure**'.
6. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

3.3 After the exam

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

4. Steps the awarding organisation should take

4.1 Exam planning

Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.

Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

4.2 In the event of disruption

1. Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
2. Provide effective guidance to any of their centres delivering qualifications.
3. Ensure that where an assessment must be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
4. Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
5. Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

4.3 After the exam

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

5. If any students miss an exam or are disadvantaged by the disruption

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also:

- [JCQ's guidance on special considerations](#)
- [FAB's guidance on special considerations](#)

6. Wider communications

The regulators, Ofqual in England, Qualifications Wales in Wales and CCEA in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The Department for Education in England, the Department of Education in Northern Ireland and the Welsh Government will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the Universities and Colleges Admissions Service (UCAS) and the Central Applications Office (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

7. Widespread national disruption

In the event of widespread sustained national disruption, the government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

[Ofqual guidance extract taken directly from the *Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted*, (updated 23 January 2018)

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>]

JCQ

15.1 The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 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.

15.4 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.

15.5 The awarding bodies have designated **Wednesday 24 June 2020** as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Centres must therefore remind candidates that they must remain available until Wednesday 24 June 2020 should an awarding body need to invoke its contingency plan.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2020, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day on 24 June 2020. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

[JCQ guidance taken directly from JCQ *Instructions for Conducting Examinations 2019-2020* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, section 15, **Contingency planning**]

JCQ Joint Contingency Plan <http://www.jcq.org.uk/exams-office/other-documents>

General Regulations for Approved Centres <http://www.jcq.org.uk/exams-office/general-regulations>

Guidance notes on *alternative site* arrangements <http://www.jcq.org.uk/exams-office/online-forms>

Guidance notes concerning *transferred candidates* <http://www.jcq.org.uk/exams-office/online-forms>

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

Emergency planning and response: Severe weather; Exam disruption

<https://www.gov.uk/guidance/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>

Statutory guidance on school closures <https://www.gov.uk/government/publications/school-organisation-maintained-schools>

Wales

School closures - opening schools in extreme bad weather

<http://gov.wales/topics/educationandskills/publications/guidance/schoolclosuresfaq/?lang=en>

Northern Ireland

Exceptional closure days <https://www.education-ni.gov.uk/articles/exceptional-closure-days>

Checklist for Principals when considering Opening or Closure of School <https://www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools>

School closures <https://www.nidirect.gov.uk/articles/school-closures>