Examinations

Contingency Planning

2020-2021

The Sir Robert Woodard
ACADEMY

Exams Contingency

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Exams Contingency

1. Denial of access to the Sports Hall (main exams venue)

The denial of access to the Sports Hall will impact depending on the size of the exam and availability of alternative venues.

As a general rule

      <35   in the Theatre

      <60   in Curie rooms with one sitting

      >60   in Curie rooms with more than one sitting

On advice that the Sports Hall cannot be used for the days exam

- Determine which exams are on and affected (see Exam Timetable: Risk version)
- Determine how many rooms needed for first (only) sitting)
- Determine how many invigilator staff are now needed (including theatre supervision)
- Ask for additional Support Staff
- Commandeer all Curie rooms (timetable for all Curie rooms – D101/102/C004/7)
- Re-room classes where possible using Schoolbooking.com
- Commandeer Theatre for student muster
- Cancel assembly and re-room P1/2 classes in Theatre as first step
- Consider length of exam/s and possible delay – over break/lunch/end of school day
- Students – work out who goes where – use Sports hall seating plan (x9)
- Invigilators
    - send 1 to each room initially to establish base (put up posters rearrange room)
    - issue base stationery - posters, base equipment, pens, pencils etc
- Make an announcement – tannoy? Website?
- The Theatre is the reserve muster area
    - Direct all students to the Theatre
    - Collect all phones and electronic devices (we have until 9:00am to do this)
    - Advise students of the problem
- Issue exam passports and leave invigilator to seat students
- Invigilators to draw up their seating plan when students in.
- Resort papers and dispatch to rooms (using sealed envelopes).
- Work out next rotation – and prepare all

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2. Denial of access to the Exams office

The denial of assess to the exams office affects the following: no papers, no attendance registers or seating plans, no student passports, no exam resources

Determine the exams affected

Exam papers and answer booklets	Advise exam board by email and request electronic version of papers required. Warn Reprographics who will need to clear the decks if the exam is large.
Seating plans / registers	Re-print from ARBOR or memory stick
Access Arrangement cover sheets	Re-print from network or memory stick
Venue notices (non-Sports Hall)	Re-print from network or memory stick and distribute
Student passports	Print copies from ARBOR and sort for exam
Exam Resources	If necessary use backup box from SDA room.

If the Internet does not allow access to ARBOR MIS system then use back up memory stick for resources above.

If the exams office is going to be out of bounds for any further period, continue to re-print base resources and ask Exam Board for papers (they will only send on the day).

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3. Denial of access to the Academy

Scenario 5 – Centres are unable to open as normal during the examination period

Alternative Centre	The Globe Primary
Type of scenario	Disruption to centre
Impact on	Candidates, teachers, centre staff, parents, carers and awarding organisation staff
When to implement the plan	In the event that centres are unable to open as normal for scheduled examinations.
Example of scenario	A fire at the centre means that it is closed when examinations are due to take place.
Recommended actions	It is recommended that centres: - open for examinations and examination candidates only, if possible - use alternative venues in agreement with relevant awarding organisations (eg share facilities with other centres or use other public buildings if possible) - apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see Scenario 3) - offer candidates an opportunity to sit any examinations missed at the next available series, if possible
Specific communication	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
Success criteria	Students are able to take examinations in alternative venues in a timely way
Further advice and information	Centres should cover the impact on examinations as part of their general planning for emergencies The responsibility for deciding whether it is safe for a centre to open lies with the head of centre. The head is responsible for taking advice, or following instructions, from relevant local or national agencies in deciding whether they are able to open. DfE guidance on school closures is available on the GOV.UK website

5 – Bomb scares (advice from JCQ)

Some students taking their GCSE and AS level exams have been affected by bomb scares. Awarding bodies have in place robust contingency measures to deal with these situations and to ensure students are not disadvantaged or advantaged by the disruption. Schools and colleges affected by a bomb scare, or similar incidences, should refer to the published guidance (copied below) and if they have any questions speak to the relevant awarding body.

All centres are expected to have an emergency evacuation procedure which must be available for inspection purposes. The procedure for the emergency evacuation of the examination room is set out in **Section 18** of the JCQ publication ***Instructions for conducting examinations*** (as below).
The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Advice: In dealing with emergencies you **must** be aware of your centre's policy and the expectations of your Local Authority, where appropriate.
You **must** have a **written** centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.
Advice: You may wish to laminate your emergency evacuation procedure and display this in the examination room, using coloured paper to draw attention to it.
Advice: A suggested emergency evacuation procedure for centres to use may be found on the JCQ website – ww.jcq.org.uk

Centres should submit an application for special consideration in the usual way and should seek further advice and guidance from the relevant awarding body.

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Risk	Impact	Mitigation / Resolution	Completed
Prior to Exams			
Failure to receive exam papers	Unable to carry out exam Direct impact on results / students etc.	Checklist to track receipt of papers ordered by date. Monitor announcements by EB as to delivery schedule Establish trigger to enquire of AB Escalation procedure	Yes
Storage of papers inadequate	Breach of AB rules Integrity of exam potentially compromised – impact nationwide	Estimate number of papers and review capacity ahead of receipt If storage moved, advise JCQ and arrange inspection.	Yes
Insufficient Invigilators to meet exam demands	Exams are not run with sufficient invigilators	Commence recruitment as early as possible. Train existing support staff to provide additional numbers if needed	Yes
Insufficient exam stationery (AB)	Candidates will be unable to complete exams in the required way	All packages to be checked on arrival – check to include adequacy of required stationary Checked for special requirements (i.e. anthologies, technical inserts/booklets) Order placed with AB if sufficient materials not sent.	Yes
Insufficient exam stationery (Centre)	Unable to adequately support the exams (Additional Paper, graph paper, manuscript paper, tracing paper, calculators, pens, pencils, compasses, pencil sharpeners, erasers) Not 'unbreakable' standard equipment i.e. protractors, rulers, triangles	Create checklist of stationery required Check exam paper when received for any special requirements Ascertain normal stationery order lead time Diarise to carry out check of stationery and make order in good time	Yes

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Late Entries / tier changes	Students may be unaware and not turn up May not know where to sit	Ensure that all changes are made quickly and that all students are advised Consider distribution through class / revision sessions or posting home if students on study leave. Update seating plans and ensure old copies are destroyed Update noticeboards as soon as possible.	Yes
Power cut (lighting)	Unable to conduct exam in venue	See Contingency Plan (Denial of Access to Sports Hall)	Yes
Power cut (computer users)	Students with Access Arrangement unable to use PCs Paper not completed – no grade	Provide Site Team with number to call in case of emergencies Ensure that students are supervised until power restored (segregate if necessary) Advise AB if delay beyond permitted timescales Submit Special Considerations applications for all affected students	On SIMS Yes
Denied access to Exams office	Need AB's handbooks, new equipment, phone line and office space. Copies of relevant information from HOD's. Contact NAA field support for assistance.	See Contingency Plan (Denial of Access to Exams Office)	Yes
Equipment failure	Typically Laptops not working Desktop PCs not working Headphones faulty Power leads (NC to laptops)	Ask IT to check all machines before scheduled sessions. Check headphones prior to tests/exams (destroy any which are not fully operational) Laptops – check with students when downloading file, that laptop was ok and working ok	Yes
Suitability of venues	Room displayed prohibited materials relevant to exam in question Routine noise nearby (Fitness Suite)	For all venues physically check for room displays in context of planned exams. Prepare checklist for exam seasons and sign off (evidence of check)	Yes

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Use of Laptops H&S	Risk of accident entering / leaving the exam venue from power leads etc.	Where necessary position laptop desks so that leads can be positioned away for the desk on one side or front. Ensure that students know which side to enter Put note on desk as to which way to leave to avoid power lead.	Yes Use of ICT will reduce reliance on laptops
Baggage Space	Health and Safety issues due to overcrowding of bags Possible disruption caused by poor access to the bags	Ensure - that there is enough space for all bags to be placed without stacking - students are encouraged not to pile bags up - students are told to take care and be quiet when collecting bags	Added to handbook Yes

During Exams – People

Absence of EO	Unable to access papers or support exams	All three members of the Data Team have access to the Exams Store and are sufficiently competent to get exams started (with support) Contingency Policy approved.	Yes
Absence of Invigilators	Numbers in exam venue will fall before required minimum	Back invigilator on call should need arise Cover supervisors to fill gaps where possible Non exam subject teachers to assist / fill gaps where necessary	Yes
Insufficient readers/scribes	Students will not get appropriate levels of support Disadvantaged	Ensure that SEND are aware of the exams schedule and confirm that sufficient Tas are available Check that absence contingency plan exists and that suitable staff can be drafted in to assist if required	Regular dialogue With SEND

During Exams – Venues

Raining / bad weather for exam muster	Students unsure where they should be Delayed start to the exam	Ensure that a backup plan exists for each exam where outside muster is planned (including emails to staff & signage)	Added to handbook

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Exam room flooded / access denied	Alternative accommodation will be needed	Check Sports hall night before exam. Provide Site Team with number to call in case of emergencies Have contingency plan for each Sports hall exam (others will be easy to re-room) Special Considerations if delay / disruption caused	Added to handbook
Power cut (lighting) Power cut (computer users)	Unable to conduct exam in venue Students with Access Arrangement unable to use PCs Paper not completed – no grade	Stop exam (as provided for in Handbook) pending resumption of power All students to remain under exam conditions On resumption, set new end times and continue Submit Special Considerations applications for all students affected If outage localised and other rooms are available consider moving to new rooms. Submit Special Considerations applications as appropriate. If power cannot be restored within reasonable time then, with Principals knowledge, end exam (provided minimum period has expired) Issue each student with explanatory note as they leave Submit Special Considerations applications for all students affected	Yes
Invigilator taken ill during exam	Disruption to exam Failure to meet minimum AB requirements for invigilation	Prepare policy / guide note for all invigilators. Prepare contingency plan to ensure minimum requirement met should numbers fall If exam disrupted submit Special Considerations applications for all students as necessary.	Added to handbook Yes

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Tannoy announcement made during exam	Exam disrupted	Invigilators to note incident on log indicating their assessment of the impact Introduce scale to assist with assessment (1-no one looked up, - 5 everyone looked up or stopped writing). Submit Special Considerations applications where necessary	Added to handbook Yes
Disruption due to bell	Students are disturbed by bell during exam	Ascertain definitive list of bell times from Site Team Consider duration of all exams and likelihood of disruption from bell – allow for some start time slippage and students with extra time/clashes	Added to handbook Tanoy rarely used now

Students

Bad weather or transport problems	Delayed start beyond permitted timescales Students held waiting too long - disruptive,	Check weather / transport reports Prepare action note to detail actions to be taken if there is a widespread arrival delay Contact AB, isolation of candidates if late and hold staggered sessions if necessary. Special Consideration	Yes – summer exams now so risk less
Students do not turn up for exam	Who rings student? Where do they sit and who invigilates.	Ensure Student Service and Reception are aware of Exams schedule and report any advised absences Invite senior staff to attend commencement of exam to possibly spot any absentees. Prepare Student Services / Support Staff to support calling home where numbers are likely to be large (prepared script etc.) Attendance check carried out - within 15 mins of start.	Yes. Good procedure in place

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		All non-attendance to be followed up unless already advised not going to attend.	
Student ill on the day of the exam and misses it	Will receive no marks unless Special Considerations application accepted by AB	Ensure students and parents are aware of the procedure to follow when student is ill before an exam (particularly calling doctors surgery) Provide Student Services / Reception with appropriate wording to advise parents who ring up to report ill student Issue appropriate documentation where necessary for Special Considerations appl. Submit Special Considerations application to AB.	Student Guide Cascade via tutors/ teachers
Student indicates that they have changed tier	Student may be incorrect and invalidate their Award	EO to remind all staff that of the amendment procedure – ensure they are aware of the issues if they do not inform EO – we will go as planned unless advised Entry lists to be readily available to staff (VLE) Students to be given extra time if their start is delayed	Added to handbook Yes
Students turn up who are not entered	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department. Report to SMT	Create Log to record instances **Subject leader advised.** **Entry submitted it approved**	Yes
Student falls ill during the exam	Loss of marks / grade Minimum Invigilator numbers compromised	Ensure list of known medical conditions is available to the invigilators. Remove from venue and take to Student Services – supervise until returned to venue or exam finishes Special Considerations Backup plan in place to ensure exams continue to be suitably supervised	Added to handbook Yes

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		If invigilator numbers fall below required minimum (check regs)	
Late Arrivals	Invigilator aware of policy. Complete Late arrivals form Complete incident log	All invigilators aware of procedures for late arrivals (hand book) Ensure Student Services / Reception aware of exam schedule so that any relevant calls can be re-routed to the Exams Office. Ensure Incident Log / Late Arrival template is in the Exams Pack	Added to handbook
Fire alarm goes off	Disruption to exams	Prepare guidance note on what to do in the event of an evacuation Special Considerations	Added to handbook
Disruption outside the venue	Special Considerations	Ensure Site Team are aware of exam schedule and venues so that planned works are avoided Ensure that Pe Dept. are aware of exams schedule and venues so that they can avoid disrupting the exams Review all exams to check which may span activity times i.e. lunch / break/ end of school – patrol areas at these times (see SLT support)	Added to handbook
Student given the wrong paper	Student may lose their result and possibly award	Ensure that the seating arrangements clearly separate the different papers. Where this cannot be done (late changes) then each desk / student must be clearly identified both on the seating plan and physically on the desk. Ensure everyone is aware of the importance of giving out the right paper (where more than one is available in the same room) Lead invigilator to ask students to check that they have the right paper in front of them – check any doubters If the student has not left the exam venue, discuss student staying to take correct paper (Special Considerations).	Added to handbook
Malpractice – public	Invigilator aware of policy	Invigilators aware of all relevant regulations and escalation procedures	Added to handbook

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		EO / SLT on hand to assist where necessary	
Malpractice – internal	Students not following the procedures do not follow invigilator instructions due to lack of suitable sanctions	Establish formal guidelines for anything arising (malpractice/behaviour) in mocks. Ensure all invigilators are aware of the processes which apply to all exams/mocks.	Added to handbook
Student wishes to take a pill /medicine during the exam	Possible compromise of paper Invigilator levels go below required minimum	Check with Student Services the procedures for students taking their own medicine All students to be encouraged to let the EO know if this is likely to happen. Medical records to be perused beforehand to identify any potential cases Students to be taken to Student Services under strict supervision (no contact etc.) only provided numbers are not compromised. Procedure where situation is urgent and invigilator numbers are compromised.	Added to handbook
Student merely walks out of a public exam before end time	Formal malpractice	Ensure all invigilators are aware of standard procedure as per JCQ rules. Incident log to be meticulously maintained (all details especially times) EO to submit formal report to AB	Added to handbook
Unauthorised personnel in exam venue - Passive - Speaks to candidate - Looks at paper - Removes paper	Infringement of basic exam rules Exam could be compromised	Ensure all invigilators are aware of standard procedure as per JCQ rules. Invigilator to escort visitor out immediately Incident log to be meticulously maintained (all details especially times) EO to submit formal report to AB EO to ensure all staff are aware of the regulations	Added to handbook

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After the exams

Papers do not match entry list	Paper lost Incorrect entry Students given wrong paper	Ensure that seating plan is clear as to who is sitting what. Ensure candidate passports are correctly distributed and that they are checked when collected. Amend Attendance Lists are provided for by AB	Yes.Check made as papers collected
Papers not collected by Parcel Force	Papers held insecurely	Check with Reception that package collected. If not, return to secure store and contact Parcel Force to re-arrange. If over a weekend consider sending via post office (as provided for by AB)	Intraday check made as well at end

Examinations - Contingency Planning

Staffing

Recognising the importance of the correct delivery of examinations, from entry to certificate, The Sir Robert Academy has in place two members of staff, the Data team, capable of conducting all public (and internal) examinations to the required standards and regulations.

Either member of the Data Team is able to carry out the role of the Exams Officer for the Academy.

If necessary, one or both of the Senior Invigilators, who are fully conversant with the rules and regulations applicable to examinations, will be brought in to support the Data Team.

Finally as one of the Woodard Trust Academies, resources from the other Academies could be brought in at short notice to help in an emergency.

Current staff members

Data team   Penny Brown
                                Andrew Coldham

Senior Invigilators   Marilyn Rathbone
                                Sue Woodland

Date 21/09/20 Signed   _____

                                A Coldham
                                Senior Data Officer (Exams)

Due for review: 9/2021

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Examinations

Contingency Planning 2020-2021

The arrangements outlined in this folder have been reviewed, amended and are now considered appropriate for the forthcoming November 2020 & Summer 2021 series.

Sections 7 – 10 are to be updated in detail once all timetabling/seating arrangements have been completed.

Section 3 has been referred to SLT for confirmation of arrangements.

Signed _____

Data Manager

21/09/20

Next Review: September 2021