



Exams – Contingency Plan

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Purpose

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The Eastwood 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.

Reference should also be made to the JCQ Joint Contingency Plan for the examination system in England, Wales and Northern Ireland.

Head of Centre and/or SLT with oversight for exams absent at key points in the exam process (cycle)

One member of SLT has oversight for exams. All members of SLT currently support the exam cycle and Exams Officer and will continue to do so if the member of SLT with oversight for exams is absent. All receive annual exam updates from the Exams Officer. If the Head of Centre is absent, the two Vice Principals will deputise.

Exam Officer Absent at key points of the exam cycle

- Written procedures for all exam related tasks to be kept and maintained
- An additional member of admin staff is trained in all tasks and procedures
- Members of SLT trained in the exam day process
- Bank of established invigilators who are familiar with the school and trained in the exam day process

Advice and support can also be sought from all Awarding Bodies and The Exams Office- contact details are:

AQA - tel: 0800 197 7162; email: eos@aca.org.uk

Edexcel - (Pearson) tel: 0344 463 2535; email: examsofficers@pearson.com

OCR - tel: 01223 553998; email: general.qualifications@ocr.org.uk

The Exams Office - tel: 0333 7000 755; email: contact@theexamsoffice.com

SENCo absent at key points of the exam cycle

- The SEN department has been expanded and there is now a SENCo and Deputy SENCo.
- The Exams Officer works closely with the SENCo and is aware of pupils requiring access arrangements from Year 9 onwards.
- The Exams Officer has details of the external assessor and can organise pupil testing in the SENCo's absence.
- SLT for SEN is aware of the access arrangements process.
- LSA's are aware of the pupils with SEN needs and can advise the Exams Officer/SLT.

Teaching Staff absent at key points in the exam cycle

- As soon as the final GCSE exam timetables are produced by the Exam Boards for the following year the Exams Officer compiles a provisional exam timetable and asks all HODs to check the specifications for their subjects.

- Set lists are downloaded from SIMS for all subjects and are used for entries. Entries are made by the Exams Officer for all pupils in non-tiered subjects as soon as the basedata is released.
- For tiered subjects, the HODS are asked to provide the tier information for each pupil in their subject. The departments are structured so that in the absence of a HOD, a member of SLT or other teaching staff in that department would be able to provide that information.

Lack of appropriately trained invigilators or invigilator absence

The Exams Officer monitors the invigilating requirements throughout the year and recruits invigilators as and when necessary.

The Exams Officer will ensure that members of centre staff (eg. Admin staff/LSA's) are also trained as invigilators in case of absences on the day of an exam.

Exam Rooms – lack of appropriate rooms or main venues unavailable at short notice

Core exam rooms which are used regularly for exams are booked well in advance. Rooming is addressed well in advance of the exam series to ensure that there are enough rooms available to accommodate all candidates, especially those who are entitled to access arrangements.

If rooms are not available due to an unexpected incident at the time of the exams, the EO will immediately discuss with the Head of Centre and SLT. If this site can still be used then classrooms or other large rooms not normally used for exams could be used.

If the site cannot be used then Eastwood Primary School or Bournemouth Park Academy may also have to be used.

Failure of IT Systems

- Back-ups are made each day and stored off site.
- If SIMS is not available at the time of exam entries, manual lists will be obtained from Heads of Department and entries will be made directly with the exam boards.
- Manual seating plans/desk labels will be produced
- If SIMS is not available on results day, the EO will download the results directly from the Exam Board Websites

Disruption of teaching time – centre closed for an extended period

The Academy land will be used to install temporary classrooms. Eastwood Primary School and Bournemouth Park Academy may also be available.

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

Advice will be sought from the relevant Awarding Body

Disruption to the transportation of completed examination scripts

- Exams officer to contact Awarding Bodies to find out any alternative arrangements
- Scripts will be stored securely if they are not collected

Assessment Evidence is not available to be marked

- Exams Officer to contact Awarding Bodies for advice

- Special Consideration will be applied for if required

Centre unable to distribute results as normal

- All results and results services are available on the Awarding Body websites. If the Centre is closed the EO can download the results and can email results to pupils.
- If the results are not available from the Awarding Bodies on results day, the Academy will contact parents and inform them via the text/email system.
- If the site cannot be used then alternative venues/Bournemouth Park Academy may also have to be used.