



Clifton High School

co-educational nursery pre-school to sixth form

Plan applies from EYFS to Sixth Form	Public Examinations - Contingency Plan
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A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies and Documents

- Public Examinations
- Main Policy
 - Appeals
 - Non-Examination Assessments
 - Non-Examination Assessments, Enquiries After Results
 - Emergency Evacuation/Lockdown
 - Use of a Word Processor
 - Taking Examinations at Clifton High School

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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 Clifton High School. By outlining actions and procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on the School public examination process.

Alongside internal processes, this plan includes 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.”

The awarding bodies have designated Tuesday 29 June 2021 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/exam-system-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 up to and including the contingency day should an awarding body need to invoke its contingency plan.

Causes of potential disruption to the examination process

1. Extended absence of Examination Support at key points in the examination process

Key tasks required in the management and administration of the examination process are not able to be 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 and estimated entries which prompts release of early information required by teaching staff
- Candidates not being entered with awarding bodies for external examinations and 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 candidates’ work not stored under required secure conditions
- Internal assessment marks and samples of candidates’ work not submitted to awarding bodies and external moderators

Examination time

- Examinations and assessments not taken under the conditions prescribed by awarding bodies
- Required reports and requests not submitted to awarding bodies during examination and 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
- Distribution of examination certificates

The Head of School must ensure there is another member of staff with the relevant skills to complete any of the above tasks.

2. Head of Enhanced Learning extended absence at key points in the examination cycle

Planning

- Candidates not tested or 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 applied for from the awarding bodies
- 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

The Head of School must ensure that another member of the Enhanced Learning Team have the necessary skills to complete any of the above tasks.

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

- Early or estimated entry information not provided to Examinations Support on time; resulting in pre-release information not being received
- Final entry information not provided to Examinations Support 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

The Head of School must ensure that there is always another member of staff with the skills to complete the above tasks.

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

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

The Deputy Head with responsibility for cover must find another member of staff who can step in. All senior school teaching staff are trained as invigilators every year.

5. Examination rooms - lack of appropriate rooms or main venues unavailable at short notice

- Examinations staff unable to identify sufficient or appropriate rooms during examinations timetable planning
- Insufficient rooms available on peak examination days
- Main examination venues unavailable due to an expected incident at examination time

The Deputy Head Academic to work with examinations staff during examination preparation to ensure enough rooms are available. In the event of an emergency the Senior Leadership Team and maintenance staff will affect a solution within school aided by the examinations staff.

In the event of a major disaster contact with the awarding bodies will be made to obtain advice regarding alternative accommodation e.g. use of another local school (ie Clifton College) or other venue eg Christ Church or Clifton Cathedral.

6. Failure of IT systems

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

IT Management to ensure all updates have been affected in a timely manner and if necessary contact the MIS provider for support. Contact can be made with the awarding bodies for assistance.

7. *Disruption of teaching time – Clifton High School closed for an extended period

- Clifton High School 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

The Head of School to find alternative teaching facilities as soon as possible and a plan to be put into operation to assist pupils to catch up. Examinations staff to contact awarding bodies regarding School wide special consideration.

8. *Clifton High School unable to open as normal during the examinations period

- Clifton High School unable to open as normal for scheduled examinations

Contact to be made with the awarding bodies whilst alternative arrangements are prepared.

9. *Candidates unable to take examinations because of a crisis – Clifton High School remains open

- Candidates are unable to attend Clifton High School to take examinations as normal

Examinations staff to contact the awarding bodies to see if any alternative arrangements can be facilitated.

In the case of widespread local or national disruption JCQ have introduced, and will use, the Contingency Day.

10.*Disruption to the transportation of completed examination scripts

- Delay in normal collection arrangements for completed examination scripts

Examinations staff to contact Parcel Force and the awarding bodies

11.*Assessment evidence is not available to be marked

- Large scale damage to or destruction of completed examination scripts or assessment evidence before they can be marked

Examinations staff to contact the awarding bodies to ask for assistance and apply for cohort special consideration

12.*Clifton High School unable to distribute results as normal

- Clifton High School is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

The Head of School will find alternative means to distribute results and the examinations staff will contact the awarding bodies to ask for their assistance

*In the event that the Head of School decides Clifton High School 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.

Further guidance to inform and implement contingency planning

Ofqual

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

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/teaching-time-lost-due-to-severe-weather-conditions>

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

JCQ

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

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

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