

Kings Langley School



Examinations Contingency Plan

REVIEW DATE: September 2019

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Examinations Contingency Plan

Requirement

For the academic year 2015/16, and **with effect from the June 2016 examination series onwards**, all centres **must** have an examination contingency plan/examinations policy on file for inspection.

The examination contingency plan/examinations policy should cover all aspects of examination administration. It will allow senior leaders to have a robust contingency plan in place, minimising risk to examination administration and any adverse impact on students.

This plan should be read in conjunction with the “Joint Contingency Plan” published in December 2013 by Ofqual (reference number Ofqual/12/5248).

Rational

Implementing the plan will safeguard the interest of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

Attached is an outline of the circumstances and responses which may require implementation of the plan.

Contingency Plan

Possible disruption	Response
Disruption of teaching time – school closed for an extended period	<ul style="list-style-type: none"> • Alternative accommodation to arranged by the school • School to facilitate alternative methods of teaching for example the use of an appropriate virtual learning environment (VLE)
The school is unable to open as normal during the examination period	<ul style="list-style-type: none"> • School to open for examinations and examination candidates only, if possible. • School to arrange to use an alternative venue in agreement with the relevant awarding organisation for example, share facilities at a partner school or use other public buildings.
Extended unavailability of school MIS system during exam entry period.	<ul style="list-style-type: none"> • Exam boards informed with a view to entries being made on their secure web sites or via Partnership schools.
Extended unavailability of school internet connection during exam entry period.	<ul style="list-style-type: none"> • Exam boards informed with a view to entries being made on their secure web sites via Partnership schools. • Examination officer's school computer to have a 4G mobile phone dongle in order to access the internet
Extended unavailability of school internet connection on Results Days	<ul style="list-style-type: none"> • Examination officer's school computer to have a 4G mobile phone dongle in order to access the internet.
Extended unavailability of school MIS system on Results Days.	<ul style="list-style-type: none"> • Exam boards informed with a view to results being downloaded from their secure web sites or emailed.
The school is unable to distribute results as normal	<ul style="list-style-type: none"> • The school to contact the awarding organisation about alternative options. This may include: • Arranging to access results at an alternative site. • The school to make arrangements to coordinate access to post result services from an alternative site. • The school to share facilities with another centre.
Examinations Officer absent unexpectedly on an examination day.	<ul style="list-style-type: none"> • Senior invigilator to run the exams with a member of SLT drafted in to support.

	<ul style="list-style-type: none"> Partnership schools' Examinations Officer or Examination Assistant to be contacted if necessary for advice, help and support.
Senior Invigilator absent unexpectedly on an examination day.	<ul style="list-style-type: none"> Examinations Officer to take over role of Senior Invigilator.
Long term absence of Examination Officer	<ul style="list-style-type: none"> School to appoint temporary replacement School to ensure that a member of the support staff works with/shadows the exam officer so that they are able to take over key aspects of the role in the short term. Exam boards to be informed and their help requested. Partnership schools to be contacted with a view of them providing help and support. Procedures and timeline to be documented in advance.
Major unexpected shortfall in number of invigilators on a particular day.	<ul style="list-style-type: none"> Head of Centre informed. Arrangements made by SLT for members of school staff to be used to cover shortfall.
At the start of an exam, when the question papers are opened, some are found to be incorrect, incomplete or unreadable.	<ul style="list-style-type: none"> Exams boards informed and advice sought. If some of the papers are useable then they are to be copied. Candidates are to be kept under supervision and whole cohort Special Consideration applied for. If none of the papers are useable then question papers downloaded from exam board website and then printed or good paper copies obtained from a local centre. Candidates are to be kept under supervision and whole cohort Special Consideration applied for.

The evacuation alarm goes off during an examination.

- Students will not evacuate the examination unless instructed to do so. Students to be instructed to stop working, close all question papers and answer booklets. Invigilators to record time the alarm goes off. If the evacuation alarm stops and there is no requirement to evacuate the examination room then the exam will be resumed and the time of resumption will be recorded. The finish times for all the examinations will be extended by the length of time of the interruption. A whole cohort Special Consideration will be applied for by the Examinations Officer.
- If the examination room does need to be evacuated then students will be instructed to close all question papers and answer books, to leave them all on the examination desk and to follow the evacuation instructions given by the invigilators. Invigilators to record time the alarm goes off. The students will be told that they must remain under examination conditions both during the evacuation and also while at the dedicated fire assembly point under the direct supervision of the examination officer and invigilators. If it is decided by the Head of Centre that it is safe for the students to return to the examination room and to resume the examination then the students will return to the examination room under examination conditions. The time of resumption will be recorded. The finish times for all the examinations will be extended by the length of time of the interruption. A whole cohort Special Consideration will be applied for by the Examinations Officer.