



THE  
**ADEYFIELD ACADEMY**

Longlands, Hemel Hempstead, Hertfordshire HP2 4DE  
t: 01442 406020 f: 01442 406025  
e: [admin@adeyfield.herts.sch.uk](mailto:admin@adeyfield.herts.sch.uk)  
[www.adeyfield.herts.sch.uk](http://www.adeyfield.herts.sch.uk)

# **Exams Contingency Plan Policy**

<b>Date:</b>	<b>September 2023</b>
<b>Review Date:</b>	<b>September 2024</b>
<b>Co-ordinator:</b>	<b>Mr A Hoque</b>

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

## **1. Purpose of the Plan**

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at The Adeyfield 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. Alongside internal processes, this plan is informed by information contained in the Joint contingency plan for the examination system in England, Wales and Northern Ireland. It is the responsibility of the head of centre to ensure that The Adeyfield Academy has in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising the risk to examination administration, should the examination officer be absent at a crucial stage of the examination cycle. At all times, The Exams Officer and the Senior Leadership Team (SLT) will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to.

## **2. Causes of potential disruption to the exam process**

1. The Exams Officer's extended absence at key points in the exam cycle
2. SENCo extended absence at key points in the exam cycle
3. Teaching staff extended absence at key points in the exam cycle
4. Invigilators - lack of appropriately trained invigilators or invigilator absence
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice
6. Failure of IT systems
7. Emergency Evacuation of the examination room (or Centre lock down)
8. Disruption of teaching time – centre closed for an extended period
9. Centre unable to open as normal during the exams period
10. Candidates unable to take examinations because of a crisis – centre remains open
11. Disruption in the distribution of the examination papers
12. Disruption to the transportation of completed examination scripts
13. Assessment evidence is not available to be marked
14. Centre unable to distribute results as normal

Further guidance to inform and implement contingency planning:

Ofqual  
JCQ  
GOV.UK

### **2.1. The Exams Officer's extended absence at key points in the exam process (cycle)**

#### **2.1.1. Criteria for implementation of the plan**

Key tasks required in the management and administration of the exam cycle not undertaken including:

#### **2.1.2. 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 and trained

### **2.1.3. Entries**

- awarding bodies not informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not entered with awarding bodies for external exams/assessment
- awarding bodies entry deadlines missed or late/other penalty fees incurred

### **2.1.4. Pre-exams**

- exam timetabling, room allocation and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- exam/assessment material and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to external bodies/moderators

### **2.1.5. 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 e.g.: very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required to awarding bodies
- Widespread national disruption

### **2.1.6. Results and post-results**

- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

### **2.1.7. Centre actions**

- The Exams Officer's role includes the activities listed above and is led by an experienced member of the Senior Leadership Team (SLT). Training and regular communication between this team ensures that the absence of The Exams Officer would be covered by members of SLT.

## **2.2. SENCo extended absence at key points in the exam cycle**

### **2.2.1. 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:

### **2.2.2. Planning**

- candidates not tested/assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working not collated

### **2.2.3. Pre-exams**

- approval for access arrangements not applied for to the awarding body

- 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

#### **2.2.4. Exam time**

- access arrangement candidate support not arranged for exam rooms

#### **2.2.5. Centre actions**

- The SENCo's activities will be covered by the SLT and where necessary the school will use external support from the MAT.
- SLT to ensure access arrangements are in place by the Spring Term of Year 10 for all students where possible SLT to plan access arrangements for exam days in advance of the Summer series, in consultation with SENCo

### **2.3. Teaching staff extended absence at key points in the exam cycle**

#### **2.3.1. Criteria for implementation of the plan**

Key tasks not undertaken including:

- Early/estimated entry information not provided to the The Exams Officer on time, resulting in pre-release information not being received
- Final entry information not provided to The Exams Officer on time, resulting in:
  - a) candidates not being entered for exams/assessments or being entered late
  - b) late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

#### **2.3.2. Centre actions**

The Exams Officer should liaise with remaining teaching staff.

### **2.4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

#### **2.4.1. Criteria for implementation of the plan**

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

#### **2.4.2. Centre actions**

- EO responsible for recruitment of invigilators in the autumn term of the summer series. Advance planning required to ensure enough are available for the sittings
- Head of Centre to be informed if recruitment is necessary
- Cover supervisor, Teaching assistants and Administration staff to also receive updated exam invigilator training to ensure back up is available in case of invigilator absence

The School has a list of pre-approved invigilators that it uses. Recruitment and training of additional invigilators is done well in advance of the main exam season. It is not the School's policy to work to

the minimum ratio requirements, although in the event of significant unavailability, other trained members of staff could be used.

## **2.5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

### **2.5.1. Criteria for implementation of the plan**

- The Exams Officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an unexpected incident at exam time

### **2.5.2. Centre actions**

- EO responsible for ensuring planning of rooms is completed by the end of the Spring term to identify potential rooming issues
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident
- Head of Centre to liaise with EO to ensure no disruption due to room shortages
- In the event of these venues not being available an alternative venue would need to be found. The Head Teacher in agreement with Awarding Bodies would seek alternative accommodation

In an emergency, the Gym or classrooms could be utilised for examination purposes.

## **2.6. Failure of IT systems**

### **2.6.1. Criteria for implementation of the plan**

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

### **2.6.2. Cyber - attack**

The Adeyfield Academy's Cyber Response plan is informed by the National Cyber Security Centre (NCSC) as recommended by the Department of Education. The Adeyfield Academy is a certified Cyber Essentials centre. This is a government backed scheme which ensures protection from a wide range of the most common cyber-attacks. Accreditation ensures that all of our systems and devices are up to date, appropriate firewall and antivirus software is in place and filtering of the internet prevents access to and from unwanted websites. The Adeyfield Academy is part of The Police Cyber Scheme which is a system that actively monitors our internet activity.

### **2.6.3. Centre actions**

- The Exams Officer and the IT Manager would liaise with Examination Boards as to appropriate action at the time
- Head of Centre to be informed

## **2.7. Emergency Evacuation of the examination room (or Centre lock down)**

### **2.7.1. Criteria for implementation of the plan**

- 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

### **2.7.2. Centre actions**

- If exam has started Lead Invigilator to ask candidates to stop writing
- Registers to be collected by Lead Invigilator
- If requested by EO, exam room to be evacuated as per the emergency evacuation procedure
- If prior to exam, EO to liaise with Head of Centre and awarding organisations to offer an alternative venue for sitting the exam

## **2.8. Disruption of teaching time – centre closed for an extended period**

### **2.8.1. Criteria for implementation of the plan**

- 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 closed interrupting the normal teaching and learning

### **2.8.2. Centre actions**

- Head of Centre and SLT responsible for finding alternative venues/methods of learning
- Priority given to exam cohort
- Centre to communicate with parents and students

## **2.9. Centre unable to open as normal during the exams period**

### **2.9.1. Criteria for implementation of the plan**

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

### **2.9.2. Centre actions**

- Procedures for absence outlined to students in examination booklet information given each year.
- EO to liaise with awarding organisations immediately to make them aware
- EO to liaise with students and parents to find alternative venue / advise on next opportunity to sit the examination / apply for special consideration as required

## **2.10. Candidates unable to take examinations because of a crisis – centre remains open**

### **2.10.1. Criteria for implementation of the plan**

- Centre unable to open as normal for scheduled examinations
- \*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

#### **2.10.2. Centre actions**

- The Exams Officer would liaise with the Head of Centre and inform awarding bodies as required.
- Alternative venues within ATLAS Multi Academy Trust would be utilised during the period that the centre remained unable to open.
- Applications would be made to awarding bodies for special consideration for candidates where they have met the minimum requirements.

### **2.11. Disruption in the distribution of the examination papers**

#### **2.11.1. Criteria for implementation of the plan**

- Disruption to the distribution of examination papers to the centre in advance of examinations

#### **2.11.2. Centre actions**

- EO to communicate with awarding organisations to organise alternative delivery of examination papers

### **2.12. Disruption to the transportation of completed examination scripts**

#### **2.12.1. Criteria for implementation of the plan**

- Delay in normal collection arrangements for completed examination scripts

#### **2.12.2. Centre actions**

- Scripts would remain securely stored in the Exams Office.
- The Exams Officer would contact the exam board(s) to make alternative arrangements.

### **2.13. Assessment evidence is not available to be marked**

#### **2.13.1. Criteria for implementation of the plan**

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

#### **2.13.2. Centre actions**

- The School would communicate immediately with the exam board(s). Where possible, candidate marks for the affected assessments based on other appropriate evidence of candidate achievement would be used (as defined by the awarding organisations in consultation with the regulators)
- The School would communicate with parents, carers and students
- Arrangements would be made for candidates to retake the affected assessment at the next assessment window if possible.

## **2.14. Centre unable to distribute results as normal**

### **2.14.1. Criteria for implementation of the plan**

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate a post-results service to candidates.

### **2.14.2. Centre actions**

The School would consider making arrangements to access results at an alternative site, such as one of the other Trust schools, in consultation with the awarding bodies.

**Note points 2.8. – 2.14.** – all scenarios, criteria and specific communications have been taken directly from the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

**Examinations Officer: Miss L Sandford**

**Head of Centre: Miss D Mason**

**SLT Link: Mr A Hoque**

## **Further guidance to inform and implement contingency planning**

### **Ofqual**

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### **JCQ**

JCQ Joint Contingency Plan

<http://www.jcq.org.uk/exams-office/other-documents>

General regulations

<http://www.jcq.org.uk/exams-office/general-regulations>

Guidance on alternative site arrangements

<http://www.jcq.org.uk/exams-office/forms>

<http://www.jcq.org.uk/exams-office/onlineforms>

Instructions for conducting examinations

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

A guide to the special consideration Guidance notes concerning transferred candidates process

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



## GOV.UK

Emergencies and severe weather: schools and early years settings

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years>

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 exam scripts guide: Ensuring the service runs smoothly; Contingency planning

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

Statutory guidance on school closures

<https://www.gov.uk/government/publications/schoolorganisation-maintained-schools>