



THE ECCLESBOURNE SCHOOL

Learning Together for the Future

EXAMINATIONS CONTINGENCY PLAN 2023-2024

This policy will be reviewed annually.

This is a statutory policy

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Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at The Ecclesbourne School. By outlining actions/procedures to be invoked 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 the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other centres should do if exams or other assessments are seriously disrupted and the JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland.

This plan also confirms The Ecclesbourne School's compliance with JCQ's General Regulations for Approved Centres.

The Ecclesbourne School - Examinations Contingency Plan April 2023-2024

Identified Risk	Possible remedial action		Staff
	Forward planning	Action/Mitigation	
Absences			
Examinations Officer absent	Succession planning for strategic absences.	Examinations Director to manage day to day activities for short-term absence. If absence is longer term SLT install succession staff. Support of Head of Learning Services maybe required.	Examination Officer Head of Learning Services (LS) SLT
Examinations Director absent	Use Head of Learning Services (LIB) Additional staff to be allocated by SLT for longer-term absence.	Nominated support to be used as necessary and in agreement with Head of Learning Services. For short-term absence the assistance of the Head of Learning Services maybe required.	Head of Learning Services (LS) SLT Examinations Officer
SENCo extended absence	Approval for access arrangements identified at the beginning of GCSE/GCE course. Access Arrangement Co-ordinator and trained SENCO to step into the role for exams.	Nominated staff qualified in testing for access arrangements identified. Exams Officer & Director to apply for access arrangements through online portal	Examination Director Examinations Officer CIJ
Senior invigilator absent	Examinations officer to have all contact details of trained external invigilators and trained internal (support staff) invigilators.	Examinations officer to work with lead invigilator and Examinations Director to allocate adequate invigilation.	Examinations Director Examinations Officer Lead invigilator
Invigilator absent	Senior invigilator to ensure that there is always one additional external invigilator available. In	Senior Invigilator to find suitably trained replacement.	Senior invigilator

	emergencies suitably trained support staff to be called on.		Head of Learning Services (LS) /Examinations Director Examinations Officer
Candidate absence / late arrival	Identify attendance/absences at the start of the examination. Telephone contact with known contact numbers.	Head of Year to attempt to contact home. Ensure candidate remains under supervision until they are in the examination room. Request brief report from parent/candidate and invigilator with times and causes. File report to board if necessary.	Head of Year Examinations Officer Examinations Director

Natural Events			
Severe weather, flood, power failure	School should make every effort to remain open for examination candidates. Supervisory Plan to be followed if necessary.	Keep all students under supervision (see below) from the published examination start time until the examination commences wherever and whenever this may be. If examination is curtailed students must remain under supervision until at least 1 hour after the published examination start time.	Examinations Officer Examinations Director SLT Senior Invigilator

Fire or evacuation	Regularly review invigilators handbook in line with JCQ regulations and train invigilators to follow procedures in the invigilator's handbook.	Invigilator instructs students to close their answer booklet. Instructor instructs students to put a mark in their work on their return from the drill/evacuation to identify when the alarm happened. Invigilator to complete a summary report and pass to examinations officer who will inform examination boards.	Examinations Director Examinations Officer Invigilators
ICT Malfunction			
Examination Office computer malfunction	Examinations Officer & Director issued with school laptop bank and charging cabinet pre-loaded with all relevant (duplicate) software as an immediate replacement. ICT Services to repair or replace machines with suitable software within one working day or supply alternative.	ICT Services to find immediate or rapid solution.	ICT Services Examinations Director Examinations Officer
Candidate ICT malfunction	ICT Services maintain a contingency of bank of laptops which can be quickly prepared for examination use.	ICT to offer replacement with all software prepared for examinations use as a matter of urgency.	ICT Examinations Director Head of Learning Services Examinations Officer
Cyber-Attack	Examinations registers, seating plans & candidates timetables to be prepared as pdf/Excel documents & printed for exam series. Standalone/non-internet connected laptop to be available for printing. All relevant postal labels pre-printed for use in despatch of exam scripts. Candidate work backed-up regularly and stored securely on centre's IT system	Exam awarding bodies alerted to cyber-attack & its impact. Student replacement timetables printed for any student who has lost their timetable. ICT Services to follow National Cyber Security Centre advice for preparedness and mitigation for cyber-attacks.	Examinations Officer Examinations Director ICT Services

Disturbance			
Buildings or groundwork disturbance during examination	In accordance with the school examinations policy rooms should be chosen away from potential disturbance.	Seek to delay the work causing the disturbance. Move the examination as directed by Learning Services Office – ensure students remain silent and supervised. Compensate students for time to cover the move.	SLT Examinations Director Examinations Officer Senior Invigilator Head of Learning Services
Candidate disturbance during examination	Invigilator contingency and room contingency.	Invigilator to speak to student and escort to Examinations Office, if necessary, to avoid disturbance to other candidates. Examination Office to allocate invigilator and isolation examination room to enable completion of examination. Examinations Officer to inform Head of Year who will manage communication with parents/carers and advise on future special rooming if required. If malpractice is suspected, then JCQ procedures will be followed.	Examinations Director Examinations Officer Senior Invigilator Learning Services support Head of Year
Entry Problems			
Incorrect student entry	Entry lists double checked & signed for verification by teaching staff.	Invigilator informs Examinations Officer. Examinations Officer informs Head of School and Head of Faculty. Correct paper sourced by Examinations Officer and student to sit examination with full time allocation and ensure student remains under supervision throughout.	Examinations Officer Senior Invigilator Examinations Director HoF
Insufficient papers	Examinations officer to maintain register of all entries and inventory stock of examination materials no later than 4 weeks before the start of the examination period to identify problems early. Final daily checks carried out a week before each examination.	Photocopy additional papers as soon as problem is highlighted.	Examinations Officer Senior Invigilator Examinations Director

Incorrect papers received from board	Examination office to maintain register of all entries and stock holdings to identify problems early. Final daily checks carried-out a couple of days beforehand.	Contact examination board as soon as problem is highlighted and request secure email copy for copying – see contact details. Keep all students under supervision (see procedure).	Examinations Officer Senior Invigilator Examinations Director
Erratum problems	Examination office to secure delivered erratum messages in the daily examination cupboard for delivery to the examination rooms.	Errors identified on the day of the examination and which have not been notified to the exam centre via erratum notice in advance will require advice from the examination board concerned. Invigilator to inform Examinations Officer and maintain supervision. Examination to proceed as normal until advice from the examination board is received. Examinations Officer to contact exam board for guidance and communicate this to students as soon as is practically possible. Students to receive full time allocation.	Examinations Officer Senior Invigilator Examinations Director
Teacher Malpractice			
Teacher malpractice	Teaching staff to be familiar with school policies. Teaching staff should not enter examination rooms unless particular assistance is required.	Follow JCQ malpractice procedures. Examination Director to investigate and recommend action required to HT.	Examinations Director Examinations Officer
Special Needs / Access Arrangements			
Late changes to special needs/access arrangements	Examination office to have a record of all concessions across examination years (10 – 13 incl.) to be regularly updated by SENCO. SENCO to ensure there are sufficient trained staff to act as readers or scribes as may be required.	Examinations Officer to ensure students requiring concessions are allocated an appropriate examination space. Examinations Officer and invigilators to ensure JCQ special consideration procedures are followed.	Examinations Officer Examinations Director Senior Invigilator SENCO

Injured or unwell student	Invigilation and room contingency available.	Exams Officer to allocate an appropriate seat or separate room as required. Invigilators to follow supervision procedures whilst accommodation is being arranged. Follow JCQ special consideration procedures including rest breaks and scribes or readers as required.	Examinations Officer Examinations Director Senior Invigilator SENCO
Incorrect Examination Materials			
Incorrect papers received from board	Examination office to maintain register of all entries and stock holdings to identify problems early. Final daily checks carried-out a couple of days beforehand.	Contact examination board as soon as problem is highlighted and request secure email copy for copying – see contact details. Keep all students under supervision (see procedure).	Examinations Officer Examinations Director Senior Invigilator
Invigilation Problems			
Incorrect papers given to students	Entry lists double checked by teaching staff. Invigilators briefed on layout of examination room, issued with seating plan and desk labels with candidate name and number. Examinations Officer and Director carry out visual check at start of each session. Pastoral staff check student attendance before each session.	If problem is identified during the examination, maintain supervision of the candidate and allow rest break if necessary and allow full allocated time for candidate to complete the examination. Examinations Officer to inform the examination board. If problem is identified once candidate has left supervision Examinations Officer to contact the examination board and follow JCQ special consideration procedures. Examinations Officer to inform USO or SFO to ensure pastoral support and parent/carer communication.	Examinations Officer Examinations Director Senior Invigilator USO and SFO pastoral staff.
Incorrect times displayed	Examinations Officer to ensure all clocks are correct and working properly. Two invigilators to double-check the rubric and display start and end times clearly on noticeboards.	If the problem is identified more than 30 minutes before the scheduled end time then invigilator to correct the problem and inform students concerned. Inform Exams Officer. If problem goes unnoticed until less than 30 minutes before the scheduled end time then invigilator to allow students the quoted	Examinations Officer Examinations Director Senior Invigilator

		time but ask them to identify the position on their scripts when the correct time occurred and then continue writing below this mark. Inform Exams Officer. Follow JCQ special consideration procedures in any event.	
Clock malfunction	Ensure all clocks are correct and working properly. Senior invigilator in each room to synchronise their watch with the examination room clock at start of examination.	<p>Correct problem as soon as it is identified and inform students of correct time and that the problem is being addressed. Inform Examinations Officer who will provide a replacement clock or batteries. If necessary</p> <p>JCQ special consideration procedures should be followed if it is believed the clock malfunction has adversely affected any student.</p>	<p>Examinations Officer</p> <p>Examinations Director</p> <p>Senior Invigilator</p>
Despatch			
Loss of scripts	Invigilators deliver scripts to Examinations Office for checking and secure storage at end of the examination session. Examinations Officer to ensure all scripts (including those stored on laptops/USB drives are securely stored in the examination office until scripts have been correctly registered and accounted for. Examinations Office staff to visually check all scripts and place in correct order. Once a record of the check has been made parcels may be sealed.	<p>If a missing script is identified, Examinations Officer to direct staff to:</p> <p>Check all examinations materials delivered from all examinations rooms including the returned question papers and stationery.</p> <p>Examinations Officer to conduct search of all examinations rooms.</p> <p>Examinations Officer to interview all staff present at any time in the examination room to see if they have them or any information.</p> <p>Examinations Officer to check attendance list and speak to student to check they did sit the paper.</p> <p>Examinations Officer to inform the board in the unlikely event that the scripts have been lost and then follow JCQ guidance.</p>	<p>Examinations Officer</p> <p>Examinations Director</p>

<p>Student details missing from scripts</p>	<p>Examinations Officer to check scripts against attendance registers as part of the final collection and ordering of scripts prior to despatch.</p> <p>Invigilators trained to collect and return scripts in seating plan order so that scripts with missing student details may be identified by process of elimination.</p>	<p>Examinations Officer to identify the student by process of elimination. Complete any details as necessary & counter-sign.</p> <p>Examinations Officer to request support from Learning Services so that teaching staff can identify the candidate by handwriting check. Once this is done contact student so that they can self-identify and provide signed statement that the work is theirs.</p> <p>In the unlikely event that identification is impossible include script in the parcel with a covering note.</p>	<p>Examinations Officer Examinations Director</p>
Emergency Arrangements (Including Pandemic)			
<p>Disruption due to strike action in school</p> <p>Centre to remain open to exam year groups to facilitate the</p>	<p>Teaching staff not taking industrial action identified for the safe opening of the school premises.</p>	<p>School closed or attendance restricted for non-examination year groups.</p>	<p>Head Teacher Head of Learning Services Examinations Officer Head of Learning Services (LS)</p>
<p>Disruption of teaching time – centre is closed for an extended period:</p> <p>When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning</p>	<p>Examination Director to:</p> <p>Ensure Contingency Plan is reviewed on an ongoing basis in the period before formal announcement by Central Government of a pandemic.</p> <p>Train curriculum leaders in use of school website, VLE, email system, remote desktop, ‘Show My Homework’ and online textbooks.</p> <p>Provide materials to enable tutors in PDC lessons to train students in use of above.</p> <p>Curriculum leaders to ensure all teaching staff are confident in use of the identified means of</p>	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this</p> <p>Update and communicate the contingency plan to facilitate alternative methods of learning, alternative venues or both</p> <p>Prioritise candidates who will be facing examinations shortly, Year 13 and 11 are first priority. Year 12 and Year 10 in second order of priority.</p>	<p>Examinations Director and Officer – Exam Board liaison. CLT Head of Learning Services</p>

	<p>remote teaching well ahead of any potential closure.</p> <p>Inform Governing Body and parents/carers of contingency plans and means of communication.</p> <p>Identify students who do not have access to computer equipment and broadband so that plans can be drawn up to provide equipment or alternatives.</p> <p>Identify alternative venues for examinations in case of the issue being local to the school site. This will not be possible during a pandemic closure.</p> <p>Where disruption is due to staff absence rather than general school closure, reschedule timetable and reallocate staff. Teach in, larger groups if necessary by combining groups.</p>	<p>Following JCQ advice candidates, where appropriate, to sit examinations in the next available series.</p>	
<p>Candidates unable to take examinations because of a crisis – centre remains open:</p> <p>In the event that some candidates are unable to attend examination centres to take examinations as normal due to infection or quarantine without infection.</p>	<p>Head of Learning Services (LS) and Exams Director & Officer to monitor and make plans based on JCQ and Central Government advice.</p> <p>JCQ Form 14: Self-certification for candidates who have missed an examination to be available for completion if student’s parent/guardian/carer informs the school that the student has a positive Covid test.</p> <p>Ensure ICT solutions to enable remote (home) supervision are in place in case this is permitted by JCQ with materials being made available remotely for time limited window.</p>	<p>Examinations Officer to:</p> <p>Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue.</p> <p>JCQ Form 14: Self-certification for candidates who have missed an examination to be completed for student who has a positive Covid test result. Centre will need to be informed of date of positive test result.</p>	<p>Head of Learning Services</p> <p>Examinations Director and Officer – Exam Board liaison.</p>

		<p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p>	
<p>Centre is unable to open as normal during the examination period:</p> <p>In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire forces school to close</p>	<p>Head of Learning Services to maintain School Contingency Plan which identifies alternative venues.</p>	<p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Open for examinations and examination candidates only, if possible. For example, use Sports Hall as exam venue.</p> <p>Use alternative off-site venues in agreement with relevant awarding organisations</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p>	<p>Head of Learning Services</p> <p>Examinations Director and Officer – Exam Board liaison.</p>
<p>Centre remains open for exams during a pandemic.</p>	<p>Examinations Officer to identify candidates & invigilators for exam sessions.</p>	<p>Head of Learning Services to collect and keep contact information for candidates and invigilators so that it can be shared with NHS Test and Trace if needed.</p>	<p>Head of Learning Services</p> <p>Examinations Director and Officer</p>

	<p>Examinations Officer to contact candidates & inform that they should read any Government Guidelines relating to safer travel</p> <p>Examinations Officer to communicate arrival, late arrival & departure arrangements with students to support social distancing.</p> <p>Examinations Officer to identify finishing times for candidates, taking account of extra time for students who have access arrangements.</p> <p>Examinations Officer to liaise with Site Team to facilitate safe exam venues.</p> <p>Examinations Officer to ensure that invigilators are aware of the need to clean any equipment that has been used by candidates e.g. pens, rulers, calculators etc.</p>	<p>Examinations Officer to email Safer Travel Guidance to candidates.</p> <p>Examinations Officer to identify a location where candidates will wait before the exam that will support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.</p> <p>Head of Learning Services & Examinations Officer to plan the safe departure from the exam venue and the site for candidates finishing exams at different times.</p> <p>Candidates to be seated 2m apart from each other. Exam rooms & other spaces used for external assessments to be cleaned after every exam.</p> <p>Invigilation staff to keep a record of equipment loaned to candidates & to wipe it clean with the usual cleaning products.</p>	<p>Examinations Officer</p> <p>Site Team</p> <p>Examinations Officer</p> <p>Invigilators</p>
<p>Disruption in the distribution of examination papers:</p> <p>In the event that there is disruption to the distribution of examination papers to centres in advance of examinations</p>	<p>Examinations Director to:</p> <p>Maintain contact with JCQ and Exam Boards to enable advance planning.</p>	<p>Exams Officer to:</p> <p>Communicate with awarding organisations to organise alternative delivery of papers</p> <p>Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier</p>	<p>Examinations Director and Officer – Exam Board liaison.</p>
<p>Disruption to the transportation of completed examination scripts:</p>	<p>Examinations Officer to maintain accurate and up to date inventory of examinations material and completed scripts.</p>	<p>Examinations Officer to seek advice from awarding organisations and their normal collection agency regarding collection</p>	<p>Head of Learning Services</p> <p>Examinations Director and Officer – Exam Board liaison.</p>

<p>In the event that there is a delay in normal collection arrangements for completed examination scripts</p>	<p>Examinations Officer to ensure secure storage of materials and make arrangements for alternative offsite storage meeting JCQ requirements</p>	<p>Examinations Officer only to make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection</p>	
<p>Assessment evidence is not available to be marked:</p> <p>In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the school destroys completed examination scripts</p>		<p>Examinations Officer to communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers</p>	<p>Examinations Director and Officer – Exam Board liaison</p>
<p>School is unable to distribute results as normal:</p> <p>In the event that the centre is unable to access or manage the distribution of results to candidates on site</p>	<p>Head of Learning Services and Network Manager to ensure sufficient staff trained to remotely access and communicate results using web-based system.</p>	<p>Examinations Officer to contact awarding organisations about alternative options</p> <p>Make arrangements to access and communicate results at an alternative site (see School Contingency Plan)</p> <p>Share facilities with other schools/colleges if possible</p>	<p>Head of Learning Services</p> <p>Examinations Director and Officer – Exam Board liaison</p> <p>Network Manager</p>

Appendix – staffing

