



Royal Wootton Bassett Academy

Exam Contingency Plan

2018/19

Key staff involved in contingency planning

| Role | Name(s) |
|--|------------------------------|
| Head of centre | Mr George Croxford |
| Exams officer line manager (Senior Leader) | Mrs Sue Britton |
| Exams Officer | Mrs Suzanne Henderson |
| Data Manager | Mrs Shelly Davies |
| Exams / Data Assistant | Mrs Fran Williams |
| SENCo | Mrs Sue McMullin |

Contents

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

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at the **Royal Wootton Bassett Academy**. 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.

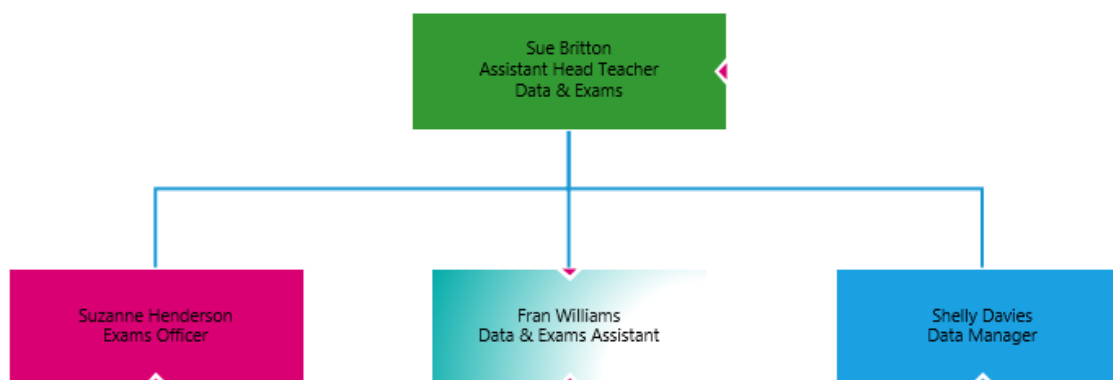
Alongside internal processes, this plan is informed by the Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other centres should do if exams or other assessments are seriously disrupted.

This plan also confirms **Royal Wootton Bassett Academy** is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2018-2019) that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

Causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process (cycle)

The department is structured with an Exams Officer, a Data Manager and Data & Exams Assistant and over seen by the Assistant Head Teacher for Data and Examinations.



In a period of extended absence, the Data Manager would take responsibility for carrying out the duties of the Exams Officer and would work with consultation with the Assistant Head Teacher for Data and Examinations.

Appropriate back-filling of responsibilities would then be decided upon by the Assistant Head Teacher for Data and Examination.

All members of the invigilating team regularly receive training and colleagues involved in the administration of key processes are trained on how to carry out processes and who to contact in extremes.

2. SENCo extended absence at key points in the exam cycle

In the event of the extended absence of the SENCo, appropriate back-filling of responsibilities would be decided upon by the Head Teacher, who is Head of Centre.

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

In the event of a period of extended absence of a member of the teaching staff, the Head of Curriculum., are would arrange teaching cover from within the staff team and/or the wider staffing establishment at **Royal Wootton Bassett Academy**.

New staff providing cover would be briefed as part of their induction process on arrangements for assessment and examinations. Their practice in terms of assessments would be monitored by the Head of Curriculum.

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

New invigilators undergo training by the Exams Officer and complete a period of shadowing, following appointment. They are permitted to work independently once they, and the Exams Officer are happy that they are competent and confident in processes and procedures.

Annual training sessions are held in October / November for all invigilators in order to refresh their knowledge and communicate JCQ regulations changes and update local information. **Royal Wootton Bassett Academy** retains a pool of approximately 30 / 35 invigilators.

When invigilators resign/retire from the pool, recruitment procedures are begun. Within the wider Academy staff, colleagues may be required to assist during main exam seasons (mainly GCSE English and Mathematics) and are trained by the Exams Officer with regards to their responsibilities and duties. Minor absence issues (such as invigilators call in sick etc.) are covers by a member of the exams team or attempts are made to contact another invigilator from the pool.

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

The majority of exams are accommodated in the Assembly Hall, Gym and SFLT. We also use smaller class rooms for access arrangements and ICT rooms for on-line exams.

6. Failure of IT systems

Royal Wootton Bassett Academy endeavours to minimise any ICT disruption via resilient design and preventative maintenance. In the event of an issue this would be dealt with the ICT Support Team who test and update the systems on a regular basis. Where such failures impact on scheduled exams, steps will be taken to resolve the problem as quickly as possible.

7. Emergency evacuation of the exam room (or centre lock down)

Invigilators are given clear guidance of what actions to take should there be a Fire Alarm or a Lock down Incident. These procedures should be followed at all times.

8. Disruption of teaching time – centre closed for an extended period

In the event of **Royal Wootton Bassett Academy** being closed for an extended period of time causing a disruption of teaching, the Head of Centre arrange for lessons to be conducted at an alternative venue.

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

The response is dependent on the type of issues. The procedure for absence is outlined in the Students Examinations Guide. A copy is emailed to all students prior to the examination season annually and is also put on the school website.

If a candidate is unable to sit the exam but cannot attend the Royal Wootton Bassett Academy due to a crisis, appropriate communication with the relevant Awarding Bodies would be undertaken by the Exams Officer and alternative options would be explored (home, hospital, alternative Centre etc.)

Appropriate use of Special Considerations Policies would be applied should the candidate / candidates be unable to attend due to unforeseen circumstances and where alternative arrangements could not be made or are not agreed by the Awarding Body.

10. Centre unable to open as normal during the exams period

In the event that Royal Wootton Bassett Academy is not able to open as normal, appropriate communication with the relevant awarding bodies would be undertaken by the Exam Officer and alternative options would be explored, such as :

Moving exams to an external locations (such as a leisure centre (Lime Kiln), hotels, local schools (Braden Forest, Lawn Manor etc.) and where possible the appropriate transport arrangements would be made for students to get to the venues.

All arrangements would be agreed with the Awarding Body before being put in place. In such instances, details would be communicated to candidate via the schools website, Sims InTouch, Email and Social Media (Facebook, Twitter etc.).

Staff involved in exams (including invigilators) would be contacted via email, telephone, text social media etc.

11. Disruption in the distribution of examination papers

Should a script not be available at the time of the exam. The Exams Officer will contact the appropriate Awarding Body to arrange for a secure electronic copy of the script. Copies will be made and then distributed to the students taking the exam. Students will be given the same amount of time to complete the exam.

12. Disruption to the transportation of completed examination scripts

All scripts are returned using the designated dispatch methods prescribed by the Awarding Body concerned. Where this becomes unavailable or inappropriate, the Awarding Body will be contacted to discuss suitable alternatives.

13. Assessment evidence is not available to be marked

In the event of a large scale damage or destruction of completed examination scripts / assessment evidence before it can be marked, the Exams Officer would notify the Awarding Body immediately for advice and further instructions.

Students marks would be submitted based on appropriate evidence and candidates would be given the opportunity to retake in a subsequent series.

14. Centre unable to distribute results as normal

Royal Wootton Bassett Academy distributes 'as normal' via collection by the student. Where learners do not collect results in person, these will be distributed via pre-stamped address envelope, provided by the student to the Exams Officer.

Should **Royal Wootton Bassett Academy** be closed during a results day, alternative arrangements would be made to hand out results at an alternative venue. Students would be informed of the new venue via email, text and social media.

The Exams Officer would work with the Awarding Bodies to gain access to those results.