



## Royal Wootton Bassett Academy

# Exams Contingency Plan

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Date ratified: Jan 2024  
Next Review Date: Jan 2025  
Version Number: 4  
Reviewed by: LGB

### Key Staff Involved in contingency planning

Role	Name(s)
Head of centre	Mrs Anita Ellis
Exams officer line manager (Senior Leader)	Mrs Angela Bell
Exams Officer	Mrs Sharon Loveday
Admin / Data Manager	Mrs Shelly Davies
Exams/Data Assistant	Mrs Fran Williams
SENCo	Mrs Susan McMullin

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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 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* and the JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland and the JCQ document Preparing for disruption to examinations (Effective from September 2023).

This plan also confirms Royal Wootton Bassett Academy is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2019-2020) 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 where the head of centre, examinations officer or SENCO is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

### **National Centre Number Register and other information requirements**

The head of centre will also ensure that Royal Wootton Bassett Academy as a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself.

### Head of centre absence at a critical stage of the exam cycle

Where the head of centre is absent at a critical stage of the examination cycle, main duties and responsibilities will be escalated to Deputy Head Teacher for Examinations.

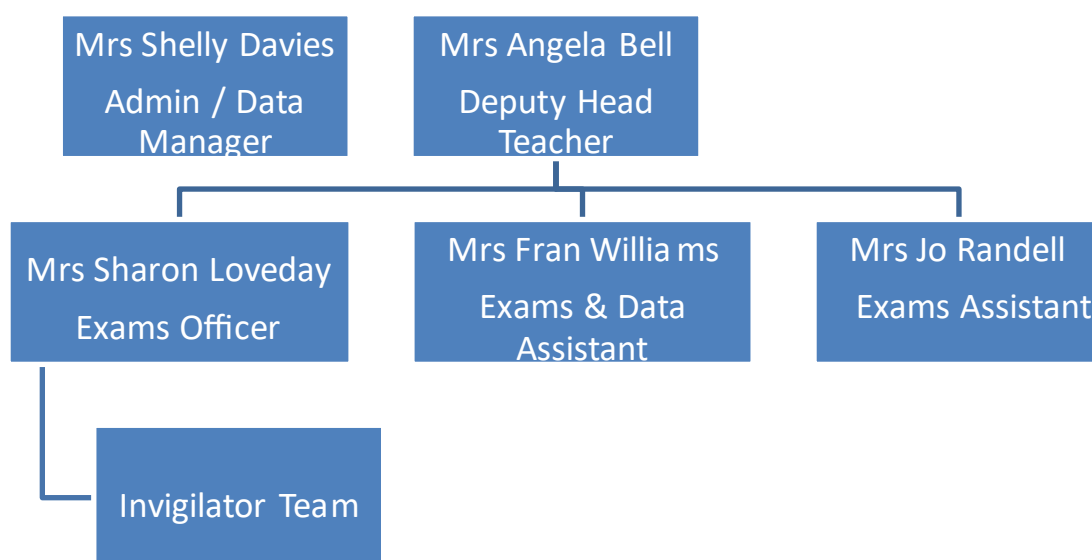
### Causes of potential disruption to the exam process

#### 1. Exam officer extended absence at a critical stage of the exam cycle

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

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

Appropriate back-filling of responsibilities would then be decided upon by the Deputy Head Teacher for Examinations.



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 a critical stage of 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 a critical stage of the exam cycle

In the event of a period of extended absence of a member of the teaching staff, the Head of Curriculum 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.

Online training is updated in October / November and annual in-house training sessions are held in March / April 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 covered 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. Cyber-attack – where a cyber-attack may compromise any aspect of delivery

In the event of a cyber-attack Royal Wootton Bassett Academy would seek guidance from awarding bodies, local authorities or national agencies. Any incidents would be reported to the relevant awarding body which might compromise any aspect of assessment delivery such as a cyber-attack.

Where candidates produce their work electronically, we ensure their work is backed-up regularly and stored securely on the centre's IT system.

Royal Wootton Bassett Academy follows and regularly reviews National Cyber Security Centre advice for support in cyber security preparedness and mitigation work. Using the NCSC's free Web Check and Mail Check services to help protect from cyber-attacks.

#### 7. 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.

#### 8. Emergency evacuation of the exam room (or centre lockdown)

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

#### 9. 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 will arrange for lessons to be conducted at an alternative venue or online.

#### 10. Candidates may not be able 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 able 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.

#### **11. Centre unable may not be able 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 Exams Officer and alternative options would be explored, such as:

Moving exams to an external location (such as a leisure centre (Lime Kiln), hotels, local schools (Bradon 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.). In this instance the JCQ Alternative Site online form would be used to notify the JCQ Centre Inspection Service.

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

#### **12. 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.

#### **13. 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 seek advice. Royal Wootton Bassett Academy will ensure secure storage of completed examination scripts until collection.

#### **14. 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 contact the Awarding Body immediately for advice and further instructions.

Student's marks would be submitted based on appropriate evidence and candidates would be given the opportunity to retake in a subsequent series if the option is available.

## 15. 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, 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.