Exam Contingency Plan 2024/2025

SCARBOROUGH UTC

This plan is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	
HDowds	
Date of next review	13th February 2025

Key staff involved in the policy

Role	Name(s)
Head of centre	**Mrs Helen Dowds**
Exams officer line manager (Senior leader)	**Mr John Connell – Vice Principal**
Exams officer	**Mrs Julianne Haigh**
SENCo	**Mrs Hayley Briggs**
Senior leader(s)	**Mrs Helen Dowds** **Mr John Connell** **Ms Natalie Griffiths**

Contents

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process. 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 school's compliance with JCQ's General Regulations for Approved Centres (section 5.3) 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 owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

The framework of this policy will also be informed by Ofqual guidance:

Exam system contingency plan: England, Wales and Northern Ireland - GOV.UK (www.gov.uk)

Possible causes of disruption to the exam process

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

Criteria for implementation of the plan

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

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

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

Pre-exams

- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- confidential exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

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, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking to awarding bodies

Results and post-results

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

Centre actions to mitigate the impact of the disruption

- Senior Leader (**Mr John Connell),** with responsibility for exams, ensures operational tasks are completed.
- Request support from the trust central team and exams officers from other schools.

SENCo extended absence at key points in the exam cycle

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:

Planning

- candidates not tested/assessed to identify potential access arrangement requirements
- centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- evidence of need and evidence to support normal way of working not collated

Pre-exams

- approval for access arrangements not applied for to the awarding body
- centre-delegated arrangements not put in place
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff (facilitators) providing support to access arrangement candidates not allocated and trained

Exam time

- access arrangement candidate support not arranged for exam rooms

Centre actions to mitigate the impact of the disruption

- Head of centre to arrange secondment of a SENCo from another Trust School
- Other members of the SEN team informed
- Exam Office informed of all testing, applications and approvals
- Head of Centre is the secondary key holder for applications and evidence, stored in the SEN office

Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to 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 candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking
- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

- Exam Office seeks specification information at start of academic year
- Subject line manager and/or Second in Department informed of deadlines and assumes responsibilities
- Request support from the trust central team and subject leaders from other Trust school.

Invigilators - lack of appropriately trained Invigilators or Invigilator absence

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

Centre actions to mitigate the impact of the disruption

- Training of all Teaching Assistants and support staff ensures enough Invigilators available should there be unexpected absence and/or shortage of invigilation

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

Criteria for implementation of the plan

- 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

Centre actions to mitigate the Simpact of the disruption

- Refer to list of appropriate rooms created in advance
- Where main venue is unavailable, candidates to move to:

   Main Hall

- Where entire site is unavailable:

   Scarborough TEC Partnership, Filey Road, Scarborough

   Named contact at venue: Mrs Tracey Gyte, Exams Manager & Stephanie Fraser, Exams Officer

   Telephone number: 01723 372105 (Main Switchboard)

   Details of transportation to the venue: Using School Minibuses

   Arrangements for availability of tables and chairs: To be made by EO with venue or transported from UTC if insufficient on site.

Cyber-attack

Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery

In addition to the school policy, the National Cyber Security Centre will be checked for updates to the latest cyber security threats, advice and best practice

Cyber Security for Schools - NCSC.GOV.UK

Awareness and Training

Staff will have CPD on the following:

- Cyber security fundamentals
- Password security
- Social engineering
- Phishing
- Ransomware
- Workplace security

Students are educated via the following methods:

- Computer Science lesson time with specialist teaching
- Year group assemblies and presentations

- Exam handbook provided to both student and parent (including private candidates)
- Regular e-mails with access to online resources

Centre actions to mitigate the impact of the disruption

- Inform exam boards immediately if an incident occurs.
- Non-exam day disruption:
  - Use another Trust exams centre for operational tasks, e.g. entries
  - Access backups of student work where necessary, e.g. NEA moderation
- Exam day disruption (non-digital exam):
  - Use an alternative internet connection (e.g. 4G SIM or hotspot) to download materials needed for the exam
  - Use a standalone printer in the school to print any materials needed
- Exam day disruption (digital exam):
  - Liaise with exam board to re-arrange

Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- Power outage immediately prior to or during an on-screen test
- MIS system failure at results release time

Centre actions to mitigate the impact of the disruption

- MIS system failure at final entry deadline:
  - Use exam board website
- MIS system failure during exams preparation:
  - Use exam board website
- Power outage immediately prior to or during an on-screen test
  - Liaise with exam board to re-arrange
- MIS failure at results release time:
  - Use exam board website

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

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

Centre actions to mitigate the impact of the disruption

- Implement Emergency Evacuation Policy / Critical Incident Management Plan
- Exam Office to inform awarding bodies and to apply for special consideration

Disruption of teaching time in the weeks before an exam – centre closed for an extended period

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 actions to mitigate the impact of the disruption

- Head of Centre to liaise with trust central team to ensure continuation of teaching and learning (e.g., alternative accommodation/remote learning), to prepare candidates for examinations

Candidates at risk of being unable to take examinations - centre remains open

Criteria for implementation of the plan

- Candidates at risk of being unable to attend the examination centre to take examinations as normal

Centre actions to mitigate the impact of the disruption

- Where appropriate, alternative venue to be arranged following discussion and agreement with awarding body
- Where candidates are affected by adverse conditions beyond their control, subject to eligibility, special consideration will be applied for

Centre at risk of being unable to open as normal during the examination period

(Including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- Centre at risk of being unable to open as normal for scheduled examinations

Centre actions to mitigate the impact of the disruption

- Exams Officer to inform all awarding bodies which examinations are affected
- Exams Officer will find an alternative venue following discussion and agreement with the Head of Centre relevant Awarding Bodies. Current alternative is Scarborough TEC, Filey Road, Scarborough.

Disruption in the distribution of examination papers

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- Exams Officer will contact awarding bodies to arrange receipt of papers electronically.

Disruption to transporting completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts/assessment evidence

Centre actions to mitigate the impact of the disruption

- In the first instance, the Exam Officer will seek advice from the Awarding Bodies and normal collection agency regarding collection. The Centre will not make our own arrangements for transportation without approval from Awarding Bodies
- Exam officer will arrange to securely transport scripts/assessment to the post office
- The Exam Officer will ensure secure storage of completed examination papers until collection/delivery

Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
- Completed examination scripts/assessment evidence does not reach awarding organisations

Centre actions to mitigate the impact of the disruption

- Exams Officer to inform and seek advice from awarding bodies.
- Candidates to retake affected assessment at subsequent assessment window where possible.

Centre unable to distribute results as normal or facilitate post results services

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

Distribution of results
- MIS system failure:
  - Use exam board website
- Power outage/Centre unavailable:
  - Alternative venue/Trust school to download and print results
  - Arrange alternative location/method of results distribution e.g., school car park/field or e-mail.

Post Results Services

- MIS system failure:
    - Use exam board website
- Power outage/Centre unavailable:
    - Use nearest Trust school or alternative venue

Resilience

The school ensures it has alternative evidence of student performance to enable alternative methods of awarding grades, such as Teacher Assessed Grades (TAGs).

This is done using the DfE guidance - Guidance on collecting evidence of student performance to ensure resilience in the qualifications system - GOV.UK (www.gov.uk)

- Assessment opportunities are planned at Trust level
- Two formal assessments are taken, which support students in preparing for their formal exams
- Assessment conditions are identical to formal exams
- Assessments are quality assured and standardised
- Mark schemes are used
- Reasonable adjustments and special considerations are made for those affected
- Assessments are retained securely, a copy of which is given back to the student to support their study
- The Delta KS4 RAG is used to record up to date teacher predictions, based on assessments and student effort. This is led by and quality assured by the Head of Centre during regular meetings with all stakeholders, validated with evidence

Senior Designated Contacts

Senior members of staff are available to be contacted during the summer holidays to manage emergency requests from the awarding bodies

Role	Name	Contact Details
Principal	**Mrs Helen Dowds**	**07812 678908**
Vice Principal	**Mr John Connell**	**07772 705019**