

Local Procedure Title	Written Examinations Contingency Plan Local Procedure
Site	Sketchley School, Forest House and Progression House
ECS Policy number and title	N/A
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Local Procedure Author(s)	SJ Astbury
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The purpose of this written examinations contingency plan is:-

- To prepare for possible disruption to the exams and other assessments, and to prepare staff of the appropriate course of action to take.
- To ensure the practices are upheld should the Examinations officer become unavailable to fulfil the role.
- To ensure the operation of an efficient system with guidance to all staff suitably qualified to deputise this position.

This Contingency Plan has been written to comply with JCQ regulations and to ensure a consistent and effective response in the event of the absence of the Exams Officer and advice for Principals/Site Leaders.

For guidance on what schools and colleges and other centres should do if exams or other assessments are seriously disrupted view www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted

General

The Exams Officer, Stephen Canessa, oversees all aspects of the exams process. If for any reasons he is unable to fulfil this role the tasks below will be deputised to individuals appropriate to their level of seniority, position, experience and suitability to the task.

The Operations Manager is Sarah-Jane Astbury whilst the Deputy Head at Sketchley School is Sarah Peck and the Senior Teacher at Progression House is John Smith.

Closure of school site due to adverse circumstances including weather

In the rare and unlikely event that Forest House School should be forced to close during a scheduled examination day at late to short notice, the examinations officer would seek to request emergency change of premises in on one of our other previously approved sites such as Sketchley School or Progression House.

Advice and recommendations from the JCQ state:

“Wherever possible, the examinations should be conducted according to the centre’s published examination timetable” and “it is important to note that rescheduling the examinations is not an option due to the consequences that it would have across the system”

In the event that weather is adverse and the school is closed on a day of a scheduled public examination the Exams Officer will assess the possibility of key staff being able to attend. If they are confident that key staff are able to be in attendance and that the exam will run.

The schools will work closely with parents, students, staff and transport to ensure students are treated fairly and supported as far as a possible to be able to sit the published examinations.

Start times may be delayed for morning exams if a number of candidates are late (permission will be sought from relevant awarding bodies). All candidates are expected to make the effort to come in and sit their examination. The decisions regarding travelling to school for an exam rest with individual families taking consideration of the weather and road conditions locally to them. If a candidate is unable to get into school on an exam day as a result of inclement weather, it is imperative that families contact the school as soon as possible to explain that this has occurred. If the Principal was to take a decision that the school has to shut, as it is unsafe to open, we would notify the exam board that we had been unable to run the exams that were scheduled for that day.

Accommodation

- Students at Sketchley School, Forest House School and Progression House require suitable access arrangements in order for them to succeed as far as possible during the exam period. Many students require readers, scribes or writers who are known to the students; typically this will be our Teaching Assistants or Teachers who are trained to be an invigilator during the exam. Readers and scribes will be allocated to students in individually private rooms to ensure exam conditions are maintained.
- If there are not enough rooms available at our main examination site Forest House School, then we will apply to JCQ to use another base, this would be either Progression House or Sketchley School, whichever is most appropriate to the student and or the subject being examined, for instance Art examinations will be conducted at Sketchley School where there is an appropriate range of craft materials in place to support the candidate.
- Due to the nature of our student’s needs, many will benefit from having regular breaks or opportunities for walking around, toilet breaks or relaxed starts to the exams. The majority of our students will take exams in isolation of other students so as not to impact their needs on to others sitting examinations.

Entries

- The Exams Officer will invite Teachers to enter their candidates for forthcoming examinations throughout the year prior to the entry deadlines to prevent late changes having to be applied. In his absence Sarah Peck or Sarah-Jane Astbury are aware of the procedures for making entries and the deadlines for doing so. If necessary they may make entries for students should the exams officer be unable to do so for instance if absent through long term sickness.
- Subject leaders will be asked to check entries and will be advised in good time of entry deadlines. Subject Leaders are responsible for ensuring that they enter students in a timely manner and that the demand of the paper is suitable for the candidate.
- Subject leaders are responsible for selecting the most appropriate exam board based on the needs of the students and the suitability of the course for the students, including which tier of exam or level of entry that student should sit. Site leaders at other sites Progression House and Sketchley School may act as coordinators to liaise with their subject leaders to ensure that no students are overlooked in taking examinations with suitable timescales.

Coursework

- Where applicable the subject leader of courses will be reminded throughout the Spring Term of the 15th May deadline to submit coursework marks, or completion of final marks for entry level tasks. It is the responsibility of those subject leaders to ensure that all tasks have been completed in a timely manner and that that the students' work has been correctly marked and moderated and passed on to the examinations officer and that all paperwork, including cover sheets and forms have been completed correctly.
- The Examinations Officer will enter the scores electronically on to iMS1 forms as required by examination boards before deadlines have passed. In his absence in an emergency Sarah Peck or Sarah-Jane Astbury will complete this process.
- Coursework marks will be electronically added to interchange and eAQA as appropriate. Subject leaders are responsible for correctly filling in paper cover sheets and for checking that coursework samples are ready to be received by moderators well in advance of the 15th May deadline.
- The Examinations Officer will post to the Moderator all work that is to be externally moderated before the deadline of the 15th May. Alternatively Senior Management staff may fulfil this role in an emergency. All coursework will be securely stored, the Exam Officer and Principal of centre only will have access to this.
- If the subject leader is unable to complete the administrative duties associated to their role then this task will be delegated to an alternative Teacher with experience of that subject.

Exam Preparation

- Exam timetables are published well in advance and can be accessed by subject leaders either through their own interchange/eAQA log-ins or on request to the Exams Officer as soon as known.
- At site level, exam schedules, room allocations, invigilator staff (inc. readers, scribes and prompts) will be planned for well in advance, typically for Summer series examinations these will be compiled throughout May of the exams period to accommodate for student's access arrangements. These will be drafted and shared to all appropriate staff for consultation. Marie Breed, Autism Leader or Administration staff may be enlisted to help during this process as they have familiarity of the processes and requirements needed. If the Examinations Officer is unable to do this, Sarah Peck is capable of producing and managing suitable timetables in his absence as an emergency action measure.
- Once suitable arrangements have been made and then ratified, timetables including staffing, room allocation and invigilators will be posted out to parents and shared with students via their form tutors.
- Seating requirements of students will be planned for when rooms will be allocated to individual students or small groups. Seating plans of rooms will be allocated to invigilators in the exam boxes for each room; they will complete and sign a seating plan.
- Exam paper delivery:
 - The Exams Officer and Principal have access to the keys for the secure exam paper storage. Both are aware of the regulation relating to exam paper storage.
 - On arrival the administration assistant(s) will sign and date receipt of any or all materials for the attention of the Exams Officer. They will immediately inform the Exams Officer or Principal of delivery; they will then sign and date their own receipt log before these are added to secure storage.
 - The administration staff are aware of the need to secure the exam paper delivery as a matter of urgency.

Exam Period

If the examination cannot take place, or if a student misses an exam due to an emergency or other event outside the control of the School or College, the School will make alternative arrangements after discussion with the Examination Board. Parents will be notified of any changes to the original plan.

The Exams officer will consider for applying for special considerations after discussion with the Principal. Exam conditions will be maintained as per usual for the candidate and any supporting paperwork will be filled in as requested by the Exams Board. All paperwork will be stored securely.

Both the Examinations Officer and Principal have access to the keys to the exam storage room. In the case of absence of the Examinations Officer (or Vice Versa) they will inform the Principal in good time so that the smooth running of examinations can be ensured. In the event of both the Examinations Officer and Principal being absent the Deputy Head at

Sketchley School (Sarah Peck) will act in place. If absence is pre-planned then it is the responsibility of the Examinations Officer and/or Principal to ensure that the absence has been planned for.

Exam Boxes: Getting exam papers to the right exam room

To ensure that candidates have access to appropriate resources and that exam notifications and necessary paperwork including ICE booklets, posters etc are available, each examinations room has a large strong box containing the required resources for an examination to take place. These are organised prior to the examinations period by either Stephen Canessa or Marie Breed according to a checklist of contents.

- Exam papers are set out in the Exams Office in the basement in date order so that the following day's exam papers are always easily found.
- There is a list of exams in the strong room detailing which exam takes place in which venue with numbers of candidates and details of modified papers required. There is also an exams timetable in the Exams Office and on the Exams noticeboard.
- Exam packets may need to be opened and re-packed if an exam is taking place in more than one room. This will be shown on the exams list on the wall of the Exams office. This must be witnessed by a 2nd person to check that the correct envelope is being opened – check JCQ guidelines for how far in advance of the exam this may be done. The papers must all be ready for distribution by 08:30am/13.30pm at the latest.
- On the morning of the exam the Examinations Officer or Principal in his absence will open the papers and allocate the set number to each room's box. These are put into a pre-sealed envelope along with candidate place settings, details of the invigilator and the students access arrangements.

Invigilators

- All Invigilators are given their timetables weeks in advance and will have been trained to conduct their roles. If absent, then staff will be re-allocated if necessary to ensure the student receives the best support for their needs, or Teaching Assistants will be relieved from their duties elsewhere from the school.
- Scripts will be stored in sealed envelopes in the exam boxes and will be available for collection from the exams office for the invigilator from 08:00am-08:30am during morning exams and from 13:15pm-13:45pm for afternoon examinations.
- The Invigilator will set up their examinations room after collecting the box for their room. The papers will be kept in their envelope until the start of the exam, after the students have entered the room. If the invigilator needs to leave the room they will lock the room to prevent access from students.
- After the exam, the Invigilator will pack away all the examination materials including scripts, walkie-talkies, clocks etc and return all the contents and the box to the Examinations Officer. They will prepare all items for dispatch: the scripts, attendance

registers, unopened packets. and any unused papers etc. Failing that, the Principal would act in their place or Sarah Peck in an emergency.

Script Despatch

- All items for dispatch are stored in the exams safe until they are ready for dispatch to Parcelforce. Stephen Canessa will hand over documents personally or delegate the task to authorised staff if necessary.
- If Parcelforce are unable to collect during the allocated hours of school business, for instance due to delays caused by traffic, then the papers will remain in secure storage overnight. Alternatively, papers can be posted at Post Offices but they must be sent via Special delivery.

Results

- The Exams Officer will be in school on the Wednesday prior to the official release date to check the initial released marks. They will share these with the Principal. The Principal may also access these electronically through interchange/eAQA.
- On the official results day (Thursday) students can phone for results or request for them to be emailed out.
- Results will be posted out to students on the Thursday if not verbally informed or emailed. A member of SLT may do this in the absence of the Examination Officer.