

### Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Heart of England. By outlining actions/procedures to be followed 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 information contained in the *Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland* where it is stated that “Centres should prepare plans for any disruption to examinations as part of their general emergency planning.

| Example risks and issues          | Possible remedial action  |  | Staff  |
|-----------------------------------|---|--|--|
|                                   | Forward planning  | Action   |  |
| <b>Timetabling</b>                |   |  |  |
| Exams clash with other activities | Establish provisional exam timetables in summer term for following academic year.   | Complete the exams column on the school calendar.  | Exams & Data Manager<br>SLT                              |
| Exam clashes                      | Make appropriate supervision arrangements in the spring term.   | Advise candidates in writing of the arrangements.  | Exams & Data Manager<br>HAT/Invigilation Team            |
| Extreme weather                   | Ensure Site Team and SLT take public examinations into account when deciding on school closures. Mock examinations would be rearranged. | Where possible local candidates will be able to sit external examinations, if local invigilators can get in.<br>Notify Awarding Organisations. | Site Team<br>SLT<br>Exams & Data Manager<br>Invigilators |
| Exams on college days             | Plan mocks to avoid usual college days.   | Consultation with college if this is unavoidable.  | Exams Officer<br>Pastoral Managers                       |
| Access Arrangements not provided. | Students identified as needing AA should be tested at the start of KS4.   | SENCo to arrange testing and apply for AA. Then liaise with Exams and Data Manager to provide readers/scribes for examinations as required.    | SENCo<br>Exams & Data Manager                            |

| Example risks and issues  | Possible remedial action  |  | Staff   |
|---|---|--|---|
|   | Forward planning  | Action   |   |
| <b>Extended Absence of Exams and Data Manager During Planning Stage</b>   |   |  |   |
| Annual data collection exercise not undertaken to collate information on qualifications and specifications being delivered. | Collect the information from Curriculum Leaders in the summer term prior to teaching starting.  | Keep an up to date database of qualifications being offered. Post 16 qualifications must be updated on Post 16 course directory                                | Exams & Data Manager<br>Data Assistant<br>CLs and VP                |
| Sufficient Invigilators not recruited and trained.  | Invigilators should be recruited and in place for Y11 mocks. IMA to be trained how to timetable invigilators                                | Mock timetable to be finalised before October half term to ensure enough invigilators..  | Exams & Data Manager<br>IMA   |
| Estimated entries not done so pre-release materials are not received  | Make sure estimated entries are completed before awarding organisation deadlines. IMA to be trained how to do estimated entries             | Curriculum Leaders to check estimated entries have been done if no pre-release materials are received. .   | Exams & Data Manager<br>IMA<br>Curriculum Leaders                   |
| Candidates not entered for external exams/assessments or deadlines missed and penalties incurred                            | Initial entries are sent well ahead of deadlines. Aim to have entries finalised end of Autumn term and seating finished end of Spring term. | IMA to be trained how to do exam entries and assist with seating labels. Contact EIMS for assistance. Keep contact details of recently retired Exams Officers. | Vice Principal<br>Exams & Data Manager<br>IMA<br>Curriculum Leaders |

| Example risks and issues                     | Possible remedial action   |  | Staff   |
|--|--|--|---|
|  | Forward planning   | Action   |   |
| <b>Online Examinations</b>                   |  |  |   |
| IT system unavailable on day of examination. | Download tasks ahead of scheduled examination date where permitted.      | Book IT equipment well ahead and download tasks before scheduled date of examination if permitted.   | Exams & Data Manager<br>Curriculum Leaders<br>Network Manager<br>Operations Manager |
| Candidates unable to access task details.    | Test secure access rights ahead of schedule every year and every session | Ensure teaching staff have access rights for correct area of awarding organisation secure extranet sites ahead of time. Have technical assistance for all online examinations. | Subject Teachers<br>Exams & Data Manager<br>Network Manager                         |

| Example risks and issues  | Possible remedial action  |   | Staff   |
|---|---|---|---|
|   | Forward planning  | Action  |   |
| <b>Absence</b>  |   |   |   |
| Candidates absent for all or part of assessment (various reasons) | Give candidates access to examination timetables well in advance.   | Notify awarding organisations and claim special consideration where appropriate. Send registers to office once the examination has started so absent students can be contacted. | Exams & Data Manager<br>Absence Officer<br>Pastoral Managers                              |
| Exams and Data Manager absent on exam day                         | Contact list to be kept at Exam & Data Manager's house.   | Notify Operations Manager and Lead Invigilator. Secure storage can be opened by Site Manager and spare safe key is kept by HoC.<br>Lead Invigilator knows the layout.           | Exams & Data Manager<br>Operations Manager<br>Lead Invigilator / IMA<br>HoC, Site Manager |
| SENCo extended absence  | Aim to have assessments completed in Summer term of Y9.<br><br>Both SENCo and Exams & Data Manager to have access to online arrangements. | Contact LA for assistance with testing.   | Assistant Vice Principal<br>Exams & Data Manager<br>SENCo                                 |
| Invigilator absence   | Book Invigilators well in advance to be sure they are available. Book 1 extra invigilator each session to act as a runner.                | Unplanned absence will be covered by the Operations Manager.  | Exams & Data Manager<br>Operations Manager  |

|                                      | Possible remedial action  |  | Staff   |
|--------------------------------------|---|--|---|
|                                      | Forward planning  | Action   |   |
| <b>During the Examination</b>        |   |  |   |
| Wrong paper is given to candidates.  | Seat candidates in order and print out seating plans and registers in advance of the start of the examination series. | Lead Invigilator to check papers on desks, Exams & Data Manager to ask candidates to check they have the right paper at the start of the examination. If the candidate completes the wrong paper amend the entries. Advise the awarding organisation and if appropriate apply for special consideration. | Exams & Data Manager<br>Lead Invigilator                      |
| Not all invigilators arrive.         | Book invigilators well in advance.  | If possible call in additional invigilators if no more are available the Operations Manager will arrange cover.  | Exams & Data Manager<br>Operations Manager                    |
| Candidates are not given extra time. | Show AA on seating plans and highlight extra time candidates.   | Put an extra time card on the desk so invigilators know who has extra time. If a candidate is refused in error contact awarding organisation and apply for special consideration if appropriate.   | Invigilators<br>Exams & Data Manager                          |
| Alarm is activated during an exam.   | Invigilator Training session to include showing the panels in main block for M1 and PE reception for SH.              | Stop exam. Find out where alarm has been activated, do not evacuate if not in the same block. Keep candidates under exam conditions await further instructions from Site Manager/Exams & Data Manager/SLT. Restart   | Exams & Data Manager<br>Site Manager, SLT<br>Lead Invigilator |

|  |   | exam if possible allowing full time.   |   |
|--|---|--|---|
| Example risks and issues   | Possible remedial action  |  | Staff   |
|  | Forward planning  | Action   |   |
| <b>Security of materials</b>   |   |  |   |
| Exam papers/answer books not kept secure before assessment               | Make sure there is sufficient space in the secure cupboard well in advance of the summer examination series. Brief office staff of the security arrangements including the log. | 2 people to check papers before they are opened. If a mistake is made collect the papers, return to secure storage and advise the awarding organisation immediately. | Exams & Data Manager<br>Lead Invigilator<br>Office Staff  |
| Candidates' work not kept secure after assessment or dispatched on time. | Ensure safe receipt of dispatch materials from awarding organisations before the exam date.   | Lead Invigilators to ensure all scripts are dispatched after each exam session.  | Exams & Data Manager<br>Lead Invigilators<br>Office Staff |
| <b>Controlled Assessment</b>   |   |  |   |
| CA deadlines not met by candidates                                       | Ensure all candidates are briefed on deadlines/penalties for not meeting them   | Mark what candidates have produced by deadline and seek guidance from awarding organisation on further action.   | Subject Teachers<br>Curriculum Leaders                    |

|  |  |  |   |
|--|--|--|---|
| Deadlines for marking and/or paperwork not met by teaching staff | Ensure teaching staff are given clear deadlines (prior to awarding organisation ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AO deadlines | Seek guidance from awarding organisation | Curriculum Leaders<br>Exams & Data Manager<br>SLT |
|--|--|--|---|

| Example risks and issues                         | Possible remedial action  |  | Staff   |
|--|---|--|---|
|  | Forward planning  | Action   |   |
| <b>Accommodation</b>                             |   |  |   |
| Insufficient space in Sports Hall for candidates | Once numbers are known at the start of the year, flag instances where additional space is required. | Use M1/M2 in addition to SH. Make sure we have sufficient desks.   | Exams & Data Manager<br>Site Team<br>Operations Manager                             |
| Insufficient ICT facilities for all candidates   | Careful planning ahead and booking of rooms / ICT facilities  | Multiple sittings where necessary if permitted.  | Exams & Data Manager<br>Curriculum Leaders<br>Network Manager<br>Operations Manager |
| Unable to use SH                                 | N/A   | If possible move to M1/M2 and H11/H18<br>Keep candidates under supervision and seek advice from awarding organisation. | Exams & Data Manager<br>Site Team<br>Operations Manager                             |

|                            |   |  |  |
|----------------------------|---|--|--|
| Power Failure              | N/A   | Written exams to be completed if enough natural light. If unable to use ITC facilities contact awarding organisation for guidance. | Exams & Data Manager<br>Site Team<br>Network Manager |
| Centre closure due to fire | Purchase fire resistant secure safe for exam papers. Liaise with BCP re emergency exam accommodation. | Contact Awarding Organisations for assistance.<br>Contact Phoenix if required for the secure storage.                              | Principal<br>Exams & Data Manager                    |

| Example risks and issues   | Possible remedial action   |   | Staff   |
|--|--|---|---|
|  | Forward planning   | Action  |   |
| <b>Results</b>   |  |   |   |
| Technical problems prevent downloading results on pre-release day          | Check SIMS and A2C before pre-release day. Make sure Network Manager has covered both results days.            | Contact EIMS if it's a SIMS issue.<br>Contact relevant awarding organisation (s)<br>Contact AVCO for A2C issues<br>Use Exams Officers FB page to contact AO reps urgently | Exams and Data Manager<br>Network Manager           |
| Unable to manage the distribution of results to candidates on results day. | Make sure summer works are planned with Hall access taken into account on results days. Liaise with Site Team. | Contact awarding organisations if unable to distribute results. Use Exams Offices FB page to contact AO reps urgently.  | Site Team<br>Post 16 Team<br>Exams and Data Manager |



|   |   |  |  |
|---|---|--|--|
| <p>Unable to facilitate post results services for candidates.</p> | <p>Liaise with Network Manager to make sure the awarding body secure sites can be accessed. Make sure post result services are published in advance on website and links emailed to all candidates. Check enough subject staff will be in on results day to offer support and guidance to candidates.</p> | <p>Contact awarding organisations if unable to facilitate post results services. Use Exams Offices FB page to contact AO reps urgently.<br/>Collect consent forms and payments if relevant and process requests from another site.</p> | <p>HoC<br/>Exams and Data Manager<br/>Post 16 Team<br/>Network Manager<br/>Website Manager</p> |
|---|---|--|--|