Kings College Guildford Exam Contingency Plan and Examination Risk Assessment

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 Kings College Guildford. 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 for 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. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

Causes of potential disruption to the exam process

1. 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 and trained

Entries

- awarding bodies not being informed of early/estimated entries which prevents 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

- exam timetabling, rooming allocation and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- 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 e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required 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:

- Line Manager to liaise with Principal, Alastair McKenzie over entries.
- Line Manager to liaise Senior Invigilator and Ali Alexander to liaise over pre-exam administration.
- Ali Alexander to liaise with Line Manager regarding exam time issues and results.

2. 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
- 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
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained

Exam time

- access arrangement candidate support not arranged for exam rooms

Centre actions:

- Assess and apply for Access Arrangements well in advance whenever possible.
- SENCO deputy to liaise with Exams Officer over SENCO absence.
- Suitably qualified external expert to be employed ad hoc to conduct tests and complete Form 8s .

3. 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

Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- Line Manager and Exams Officer to liaise with remaining teaching staff.

4. 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:

- Recruitment and training is done well in advance.
- Exams Officer and Cover manager liaise to cover absences or shortages.
- Agency staff used if necessary.

5. 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 expected incident at exam time

Centre actions:

- In an emergency the Sports Halls could be used instead of Hall for large exams
- Current low student numbers mean there are always classrooms available if necessary – Exams Officer to liaise with Cover Manager.

6. Failure of IT systems

Criteria for implementation of the plan:

MIS system failure at final entry deadline

MIS system failure during exams preparation

MIS system failure at results release time

In the case of a Cyber Attack

Centre actions:

- Submit entries well ahead of deadlines.
- Print registers, seating plans etc. well ahead of exam days.
- Exams Officer and IT Manager to liaise with Examination Boards as to appropriate action to resolve failures.
- Exams Officer to access Awarding Body Secure Sites from elsewhere (e.g. home) in order to download results.
- Follow the criteria in the Cyber Security & Data Protection policy which is held on file by Ben Sayers

7. *Disruption of teaching time – 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:

- Principal, Governors, SLT to take the necessary action.

8. Centre unable to open as normal during the exams period *

***Criteria for implementation of the plan**

Centre unable to open as normal for scheduled examinations

***In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.**

Centre actions:

- Centre to be opened for Exam candidates only if at all possible.
- Exams Officer to liaise with Head of Centre and to inform awarding bodies.
- In the event of unforeseen circumstances, our exams will take place at either George Abbot or Guildford Grove schools depending on availability. George Abbot will be our first choice due to its size; however, as they will likely also be running examinations, it may be Guildford Grove. Guildford Grove is also within walking distance so will be our first port of call should the issue be time-sensitive.

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

***Criteria for implementation of the plan**

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- Consideration would be given on an individual basis as to why they were unable to attend the examination centre. Special consideration may be applied for.

10. Disruption to the transportation of completed examination scripts *

***Criteria for implementation of the plan**

Delay in normal collection arrangements for completed examination scripts
Centre actions:

- Scripts remain stored in exams secure store or Exams Officer transports them to a Post Office for collection by Parcelforce.

11. 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

Centre actions:

- Exams Officer to contact awarding bodies for advice.

12. *Centre unable to distribute results as normal

***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:

- Exams Office to contact awarding bodies for advice.

**information taken from the Joint contingency plan for the examination system in England, Wales and Northern Ireland*

Risk Assessment for examination procedure

Risk	Early warning	Control to prevent	Control to resolve
Invigilator does not turn up	Phone Call or scripts not collected	Invigilator timetables	On busy days employ emergency invigilator or EO to cover
Fire alarm goes off			Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Allocate specific area for exams.
Student taken ill during exam			Invigilator aware of policy, first aider on call. Special Consideration for all students.
Bad weather or transport problems	Weather report	Possible delay to start of exam	Delay start, contact AB, isolation of candidates if late and hold staggered sessions if necessary. Special Consideration
Students do not turn up for exam		Student timetables and information from subject teachers	Who rings student? Where do they sit and who invigilates.
Students turn up who are not entered		Subject teachers/HODs ensure entry checklists are correct	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department. If recurring problem see SLT?
Cheating in the room	Invigilator reports problem	Warning to candidate and information from tutor	Invigilator aware of policy, SLT on-call to deal with malpractice issue
Disruption in the room	Invigilator reports problem	Warning to candidate and information from tutors. Information from tutors to EO re problem students in order to isolate.	Invigilator aware of policy, SLT on-call to deal with malpractice issues
Late arrivals	Phone call or just turn up late	Candidate timetable and information from tutors	Invigilator aware of policy. Complete Late arrivals form.
EO does not turn up	Phone call	Regular meetings with line manager	SLT to have back-up policy
Exam room flooded	Check room, or invigilator reports problem	Regular premises checks	Find alternative accommodation. Special Consideration

Risk	Early warning	Control to prevent	Control to resolve
Wrong entry made – incorrect paper		Subject teachers/HOD's ensure entry checklists are correct	Contact AB for copy of paper if necessary. Provide exam paper, seat and amend entry.
EO leaves/long term sick	Notification from EO	Regular meeting with line manager	SLT to have back-up policy
Curriculum model changes	Government white paper. Information from NAA and QCA, and AB's		Planning and Action Plan to implement changes. Review of job description?
Damage to office		Regular premises checks	Need AB's handbooks, new equipment, phone line and office space. Copies of relevant information from HOD's. Contact NAA field support for assistance.
System failure or power cut			Contact IT support or electrician and if necessary NAA field support officer for assistance. Contact AB to inform entries will be late.
Receiving inaccurate or late entry information		Subject teachers/HOD's ensure entry checklists are correct and on time.	Charge late fee to department. If recurring problem see SLT?
Change of syllabus and no notification	Pre-release material does not arrive. Materials arrive that are not expected.	Subject teachers/HOD's ensure entry checklists are correct.	Contact AB
HOD long term sick or leaves	Resignation or sick note.		Replacement to be nominated and EO to have input in training.
AB communications systems fail	Papers do not arrive, on-line systems incorrect, difficult to contact by telephone.		Contact NAA to report problem. Give extra time for checking.

Risk Assessment Form (for examination procedures)

	Activity	Adverse occurrence /dependency	Adverse outcome	Likeli-hood 1 - 3	Severity 1 - 3	Level of risk (LxS)	Control measures	Person responsible
1	Absence of exams officer due to illness on exams day	EO has keys to exam store, is aware of seating plans, clashes, any special requirements	Exam papers unavailable, delayed start	3	3	9	Duplicate set of keys held by exams assistant + I other; adequate instructions available	• EO • Ex. asst • Head of centre
2	Computer malfunction	Exam entries, amendments cannot be made by EDI	AB deadlines cannot be made	2	3	6	Notify IT Manager; ensure adequate supplies of paper entry sheets; make entries well in advance of deadline	• EO • Head of centre
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts spoiled	2	3	6	Invigilators are aware of fire procedure; Adequate fire alarms	• EO • Head of centre • Site mgr
4	Fire in sports hall, cannot use for exam	All main exams held in here - seats	Insufficient exam rooms may violate JCQ rules	2	3	6	Adequate fire alarms Contingency plans for spare rooms	• Site mgr • EO • Head of centre
5	Non-receipt of exam papers	Unable to hold exam - delayed start	Delays and upset to students	1	3	3	Check paper receipt well in advance – contact exam boards in good time	• EO
6	Human error	Candidates entered for incorrect tier	Affects student grade	3	2	6	Check of procedures by student (statement of entry) and staff (exam candidate lists) should avoid this	• EO • Head of department • Student