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| Exam Contingency Plan | 2024 |

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**Chauncy School**

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| **Approved by** |
| Name:  Title: |

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| **Date of next review** | **March 2025** |

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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 Chauncy School. 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 (andNorthern 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 and the JCQ document **Preparing for disruption to examinations** (Effective from 1 September 2023).

This plan also confirms Chauncy 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 staff absence 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 chauncy School 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.

Causes of potential disruption to the exam process

### Head of Centre extended absence at key points in the exam process (cycle)

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| Centre actions:   * Deputy Head will assume the role of Head of Centre and will work in close communication with the Exams Officer, JCQ and the requirements of the exam boards. |

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

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| 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   + 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 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*   + exam timetabling, rooming allocation; and invigilation schedules not prepared   + candidates not briefed on exam timetables and awarding body information for candidates   + 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:   * Examinations Assistant will fully assume the role of the Exams offcer. * Notification to be made to the network of local area exams officers for the purposes of gaining specific advice for the exams assistant. * Centre passwords and logins to exam boards to be reassigned by the Head of Centre to the Exams Assistant. |

### SENCo extended absence at a critical stage of the exam cycle

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| 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:   * ALS Lead, to cover role. * SLT to nominate an administrative assistant to assist the ALS Lead. |

### Teaching staff extended absence at a critical stage of the exam cycle

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| 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:   * SLT to nominate an acting head of department to cover role/tasks. |

### Invigilators - lack of appropriately trained invigilators or invigilator absence

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| 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:   * Teaching Assistants to be utilised alongside the external team of trained staff. Full training to be provided. |

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

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| 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:   * Alternative venues to be sourced from the ‘cover department’. |

1. **Failure of IT systems**

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| 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   * Centre to Seek guidance from awarding body guidance/instructions * Centre to promptly report any incidents to the relevant awarding body/bodies * Where candidates produce work electronically, ensuring their work is backed-up regularly and stored securely on the centre’s IT system |

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

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| Criteria for implementation of the plan  *Whole centre evacuation (or lockdown) 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   * Centre to follow the Covid 19 procedures outlined in appendix 1 |

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

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| 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   * On-line learning to be provided in all subjects and to all students. |

### Candidates unable to take examinations - centre remains open

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| Criteria for implementation of the plan  *Candidates unable to attend the examination centre to take examinations as normal* |
| Centre actions to mitigate the impact of the disruption   * Centre to liaise promptly with the relevant exam boards in order to complete the paperwork for an alternative venue. This should only take place under extenuating circumstances, and should be case specific, such as hospitalisation or attending an international sporting event. |

### Centre 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)

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| Criteria for implementation of the plan  *Centre unable to open as normal for scheduled examinations* |
| Centre actions to mitigate the impact of the disruption   * Alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP).)   Alternative venue details: Glaxo, Park road, Ware |

### Disruption in the distribution of examination papers

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| 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   * ( awarding organisations to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances.  as a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date) |

### Disruption to transporting completed examination scripts

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| 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   * Scripts to be returned to the secure starage facility until an alternative collection time has been arranged with Parcel Force. |

### Assessment evidence is not available to be marked

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| 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   * ( awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations  where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series) |

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

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| 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  Centre results to be distributed electronically. |

### Cyber - Attack

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| Criteria for implementation of the plan  *Where a cyber-attack may compromise any aspect of delivery* |  |
| Centre actions to mitigate the impact of the disruption  Centre to refer to actions detailed in appendix 2. |  |

**Appendix 1**

# Appendix 1 - Centre specific Addendum relating to current COVID-19

COVID-19 SPECIFIC ADDENDUM TO EXAM CONTINGENCIES PLAN

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| **Challenge** | **Response** | **Lead** |
| **Pre-planning and preparation** | * To read and act on all DFE, Public Health England and NHS daily updates * Ensure sufficient signage around school for students, staff and visitors. * Continued reminders from staff to students about good respiratory and hand hygiene and managing risks * Use alcohol based had sanitisers for sanitisation stations in every room, toilets and entry \ exit points. Ensure that all visitors \ students are using hand sanitiser upon entry to the building * Regular cleaning of all hand contact areas throughout the school day (doors, toilets, switches, buttons and handrails etc. * Update parents regarding any changes to arrangements or current guidance via Edulink, website & social media. To include regular requests that parents inform the school if a student develops Covid-19 symptoms, a positive case or if recent travel demands quarantine. * Update COVID-19 Safeguarding Procedures for External Examinations | **SWN \ JM**  **SWN \ MW**  **SWN**  **MW**    **MW**  **DOS \ SWN**  **JM \ SWN** |

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| **Responding appropriately and adequately to an outcome of Covid19** | * Contact the HCC Public Health Team for advice on 01992 556285. * Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 * Enact partial, bubble or full school closure procedures if needed and contact Public Health for advice over possible deep clean. * Contact stakeholders and suppliers & contractors to inform them of need to close the school if required. * Communicate the nature of potential partial, bubble or full school closure and expected return to school date via Edulink, website and social media. * Organise for the safe and secure transport home of at risk students avoiding contact with members of public where possible. * Initiate Remote Learning Strategy for groups, bubbles or cohorts sent home to self-isolate. * Letter to all parents and carers outlining the issues and key actions that school will be taking and to be reassuring at the same time. * Ensure that individuals who had been in contact with anyone who is known to be infected confirm that they have contacted 111 or the GP and are self-isolating and, where needed, they are being tested. Those individuals must liaise with Chauncy on a frequent basis * To work with Public Health England to ensure that the school is safe for the students to return | **SWN**  **SWN**  **SWN \ MW**  **MW \ JG**  **DOS \ SWN**    **DOS \ SWN**  **SWN**  **DOS \ SWN**      **SWN**  **SWN** |

# Appendix 2 – Cyber attack

**Broadband Connectivity**

Herts for Learning provide centralised managed service which includes web-filtering, anti-virus, malware protection, technical support and network monitoring. This is a paid service that protects our internet service 24/7.

**Network Back Up**

We have a tape back up where two separate backup servers save network information independently in two separate locations.

**Emergency Connectivity**

We have an alternative 4G router which would allow secure connection to the internet to allow exam administration to carried out.

This would include upload and download of any necessary material.

**Computer Access**

We have five laptop trolleys that run independent from school network.

These can be used to provide additional access for examinations if required.

**Additional Back Up Internet Line (from Sept 2023)**

Herts Education are providing a secondary backup internet line into the school in case of emergency.

This will be rolled out in 2023 / 2024.

**Uninterrupted Power Supply**

The main servers are protected for an hour to ensure  the network system can be saved and shut down safely.

Further guidance to inform and implement contingency planning

Ofqual

*Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

**What schools and colleges and other centres should do if exams or other assessments are seriously disrupted** (last updated 5 October 2023) <https://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>)

JCQ

*(JCQ guidance above taken directly from Instructions for conducting examinations 2023-2024 http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations, section 15, Contingency planning)*

*JCQ Joint Contingency Plan www.jcq.org.uk/exams-office/other-documents*

*JCQ Preparing for disruption to examinations (Effective from 1 September 2022) www.jcq.org.uk/exams-office/general-regulations/*

*JCQ Notice to Centres - Examination contingency plan/examinations policy www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan/*

*General Regulations for Approved Centres www.jcq.org.uk/exams-office/general-regulations*

*Guidance notes on alternative site arrangements www.jcq.org.uk/exams-office/online-forms*

*Guidance notes for transferred candidates www.jcq.org.uk/exams-office/online-forms*

*Instructions for conducting examinations www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations*

*A guide to the special consideration process www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance*

*Guidance for centres on cyber security (Effective from November 2023) www.jcq.org.uk/exams-office/general-regulations/*

*Information for centres affected by RAAC – the delivery of non-examination assessments and the special consideration process* [*www.jcq.org.uk/exams-office/non-examination-assessments/*](http://www.jcq.org.uk/exams-office/non-examination-assessments/)

DfE

**Meeting digital and technology standards in schools and colleges**

[Cyber Security Standards for schools and colleges](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges)

[Cyber crime and cyber security: a guide for education providers](https://www.gov.uk/government/publications/indicators-of-potential-fraud-learning-institutions/guide-on-cyber-crime-and-cyber-security-for-education-providers)

[DfE Cyber Security Guidance – March 2023](https://www.theexamsoffice.org/wp-content/uploads/2023/03/DfE-Cyber-Security-Guidance-March-2023.pdf)

GOV.UK

*Emergency planning and response: Exam and assessment disruption www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings*

*Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service*