



Everyone matters, every day counts

Examination Contingency Plan

Policy created:

Policy first adopted: April 2016

Signed chair of Management Committee:

Re-adopted & signed:

March 2018



Examination Contingency Plan

Purpose:

The purpose of this plan is to support Oak Grove College in responding to localised disruption to the exam system at OGC. This is particularly the case in the event of the exams officer being incapacitated. This is in part based upon the Joint Contingency Plan published by Ofqual and the own experiences of the college.

Linked policies:

Exams policy

Assessment, Recording, Monitoring and Reporting policy

Linked documents:

Instructions for conducting examinations

Invigilation guidance

Readers and scribes guidance

Key staff:

Head of Centre/ Headteacher: Phillip Potter (head@oakgrove.w-sussex.sch.uk)

Assistant Head: James Winchester (jwinchester@oakgrovecollege.org.uk)

Access arrangements: Complex Needs Coordinator Assistant Head: Sam Taylor (staylor@oakgrovecollege.org.uk)

Exams Officer: Alison Malcolmson (exams@oakgrovecollege.org.uk)

Finance officer: Jeannette Waterston (has previously been the EO)

Lead Teachers: middle leadership staff who are responsible for specific curriculum areas.

College contact number: 01903 708870

Federation support:

The college is part of the Cornfield, Oak Grove, Palatine and Herons Dale Federation of Schools. As such OGC should provide support to Cornfield School in the event of localised issues, using their exam officer for support. In turn, Cornfield School will provide support to OGC in the event of localised issues. This will be coordinated by the Federation HT group: Phillip Potter, Maria Davis, Catriona Goldsmith and Isabel Robson. Palatine and Herons Dale School are primary schools and therefore are not exams centres.

Responsibilities of the Examinations officer:

Responsibility: Implement, manage and maintain examination procedures, fulfilling the JCQ requirements. Staff training and support for invigilators, scribes, readers and any other form of access need. Ensure Access arrangements meet the statutory requirements.

Support the lead teachers, access arrangement specialist advisor and teaching staff.

Collate examination information, liaise with teaching staff regarding examination entries, administer examination entries and liaise with examination boards.
Receives examination papers and secures in examinations cupboard.

Contingency planning:

1. Disruption of teaching time: OGC is closed for an extended period

If OGC is closed or candidates are unable to attend for an extended period during normal teaching time then:

- a) OGC continues to be responsible for the teaching through distance learning, home learning or attendance at another appropriate site.

2. Disruption in the distribution of examination papers

If disruption occurs to the distribution of examination papers to the centre in advance of exams then:

- a) Awarding bodies will provide electronic access to the papers via a secure network
- b) Awarding bodies will source alternative couriers to deliver hard copies of the paper.

3. Candidates unable to take examinations because of a crisis where OGC remains open

If candidates are unable to attend examinations centre to take exams as normal then:

- a) OGC will liaise with families and students to identify if the examination can be taken, with awarding body consent, at an alternative venue.
- b) OGC could apply for special consideration for candidates who have met the minimum requirements. Special consideration ONLY applies where there is a medical certificate to support or if a centre cannot run the exam.

4. OGC is unable to open as normal during the examination period

If OGC is unable to open as usual for normal scheduled examinations.

- a) OGC will inform each relevant awarding body with details of the exams affected as soon as possible. Deciding if OGC can open is the responsibility of the Head Teacher based upon advice from awarding bodies, the local authority and the DFE.
- b) If possible, OGC opens just for the exams and relevant students.
- c) OGC to use alternative venues, with agreement of awarding bodies. This would include; Durrington High School, Cornfield School and Palatine School and Cissbury Lodge for small exams.
- d) OGC to apply to awarding bodies for special consideration if the minimum requirements have been met.

5. Disruption to the transportation of completed examination papers

If there is a delay in the normal arrangements for the return of the completed scripts

- a) OGC should seek advice from the relevant Awarding bodies.
- b) OGC to store the papers in secure storage in the safe until collection.

6. Assessment evidence is not available to be marked

If large scale damage to or destruction of scripts happens before it can be marked

- a) Awarding bodies to generate marks based on other appropriate evidence as defined by that awarding body.
- b) Candidates to retake the affected assessment at the next available window.

7. Exams officer is unable to fulfil role

If the exams officer is unable to work due to illness, injury or other crisis,

- a) Head Teacher to undertake leadership role for exams
- b) Lead Teachers to check appropriate papers have been received, check entries, make entries and ensure coursework marks are provided to the awarding body.
- c) Head Teacher to undertake invigilation training/briefings of staff.
- d) Finance officer to support above staff and to double check where necessary.

8. CNC is unable to fulfil role

If the complex needs coordinator is unable to work due to illness, injury or other crisis

- a) Pastoral Leader for Sixth Form will complete access arrangements
- b) Access arrangements teacher at Cornfield will support to complete assessments etc.
- c) If extreme cases contact an external provider 'The root of it' to complete access assessments.

9. Teaching staff/ Lead Teacher absence at key points in the exam cycle

- a) Line managers for this subject to work with the exams officer in discussion with other subject staff to mitigate these issues.

The Examinations safe key holders: Alison Malcolmson and Phillip Potter. In the event that either of these is unavailable the other will provide the key. In extreme cases a member of the Premises team to collect from them.

Copies of all pupil entries, coursework entries and deadlines are stored and kept in an exams folder located in the exam office.

Log in details and pass codes are also stored in a sealed envelope in the college safe.

The college central resources area has electronic copies of all important documents in relation to examinations. This is accessible to all staff.

Written by: Phillip Potter

Current Version: March 2018

Review cycle: Annual (after the yearly issue of exam regulations)