

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	
Timetabling			
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 SLT
Exam clashes	Make appropriate supervision arrangements in the spring term.	Advise candidates in writing of the arrangements.	Exams & Data Manager 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. Notify Awarding Organisations.	Site Team SLT Exams & Data Manager Invigilators
Exams on college days	Plan mocks to avoid usual college days.	Consultation with college if this is unavoidable.	Exams Officer Pastoral Managers
Access Arrangements not provided.	Students identified as needing AA should be tested at the start of KS4.	SENDCo to arrange testing and apply for AA. Then liaise with Exams and Data Manager to provide readers/scribes for examinations as required.	SENDCo Exams & Data Manager

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Extended Absence of Exams and Data Manager During Planning Stage			
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 Data Assistant 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 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 IMA 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 Exams & Data Manager IMA Curriculum Leaders

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Online Examinations			
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 Curriculum Leaders Network Manager 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 Exams & Data Manager Network Manager

Example risks and issues	Possible remedial action		Staff
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Absence			
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 Absence Officer 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. Lead Invigilator knows the layout.	Exams & Data Manager Operations Manager Lead Invigilator / IMA HoC, Site Manager
SENDCo extended absence	Aim to have assessments completed in Summer term of Y9. Both SENDCo and Exams & Data Manager to have access to online arrangements.	Contact LA for assistance with testing.	Assistant Vice Principal Exams & Data Manager SENDCo
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 Operations Manager

	Possible remedial action		Staff
	Forward planning	Action	
During the Examination			
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 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 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 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	Exams & Data Manager Site Manager, SLT Lead Invigilator

		Manager/Exams & Data Manager/SLT. Restart exam if possible allowing full time.	
Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Security of materials			
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 Lead Invigilator Office Staff
Candidates' work not kept secure after assessment or dispatched on time.	Book yellow label pick up in advance. Have space to store afternoon scripts overnight in the safe.	Lead Invigilators to ensure all scripts are either dispatched or returned to the safe after each exam session. Complete the yellow label dispatch log.	Exams & Data Manager Lead Invigilators Office Staff
Disruption to transporting scripts	Have contact details for yellow label collections and book slot in advance.	Take parcels to Post Office. Store in safe and contact the awarding body for further advice.	Exams & Data Manager
Controlled Assessment			
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 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 Exams & Data Manager SLT
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Accommodation			
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 Site Team 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 Curriculum Leaders Network Manager Operations Manager
Unable to use SH	N/A	If possible move to M1/M2 and H11/H18 Keep candidates under supervision and seek advice from awarding organisation.	Exams & Data Manager Site Team 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. Keep candidates supervised and delay the start time if the exam hasn't started.	Exams & Data Manager Site Team 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. Have invigilator contact numbers off site. Contact Phoenix if required for the secure storage.	Principal Exams & Data Manager

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Results			
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. Contact relevant awarding organisation (s) Contact AVCO for A2C issues Use Exams Officers FB page to contact AO reps urgently	Exams and Data Manager 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 Post 16 Team Exams and Data Manager



		Use Insight to distribute results electronically.	
Unable to facilitate post results services for candidates.	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.	Contact awarding organisations if unable to facilitate post results services. Use Exams Offices FB page to contact AO reps urgently. Collect consent forms and payments if relevant and process requests from another site.	HoC Exams and Data Manager Post 16 Team Network Manager Website Manager