

Rugby High School

Exams Contingency Plan

This plan examines the potential risks which may arise and cause disruption to the management and administration of the Public Examinations at Rugby High School. In line with the Joint Council for Qualifications' requirements to hold such a plan, scenarios with issues and actions have been set out below:

Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer, Headteacher, Leadership team and other staff with a vested interest.

Disruption in the distribution of examination papers

If there is a disruption to the distribution of examination papers to centres in advance of examinations and papers do not arrive on schedule, the school will contact the awarding bodies to ask either that hardcopies of papers be couriered by an alternative courier or for electronic access to examination papers via a secure external network or for a faxed copy. The Examinations Officer will ensure that electronic or faxed copies are received, made and stored under secure conditions.

School is unable to open as normal during the examination period

If the school is unable to open as normal for examinations, the Exams Officer will inform each of the awarding body as soon as is possible. The responsibility for deciding whether it is safe for the school to open lies with the Headteacher. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the school is able to open. The Headteacher and Exams Officer will explore alternative local venues starting with Lawrence Sheriff and Rugby Schools.

If at all possible the school will open for examinations and examination candidates only.

Alternatively, the school may use other venues in agreement with relevant awarding bodies (e.g. share facilities with other centres or use other public building, if possible). The Headteacher/Leadership team will advise the Exams Officer in a timely manner of the full postal address of any alternative accommodation. This will enable the Exams Officer to submit the information to all the relevant awarding bodies.

For certain candidates; the school may be able offer an opportunity to sit any examinations missed at the next available series.

The school may also apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

Candidates unable to take examinations because of a crisis - School remains open

If candidates are unable to attend school to take examinations as normal, the school will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding bodies.

Alternatively the School can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons, they will be informed that special consideration rules will not apply.

JCQ guidance on special consideration can be accessed through the JCQ website:

www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-andguidance

Examination disrupted by prolonged evacuation

In the event of an emergency alert where an evacuation of the building is necessary, e.g. bomb scare, flooding candidates will be removed to a separate defined evacuation area (to the right of the rest of the school). They will be reminded that they are still held under examination conditions.

Once the examination room is passed as fit for re-entry, a decision will be made as to whether or not the examination can continue. In assessing whether to continue the examination, the following factors need to be taken into consideration:

- the length of time that has passed since the official start time
- whether the minimum time for remaining in the examination has passed to maintain the integrity of the examination
- the amount of time left to complete the examination(s)
- whether there is sufficient time to complete the examinations before another session starts
- whether continuing the examination take candidates over the session limit of 3 hours, taking particular care to consider candidates with access arrangements which include extra time.

The Head of Centre, or their nominated deputy, should decide whether it is appropriate to continue the session using the criteria set out above. In making this decision, the Head of Centre, or their nominated deputy, must be satisfied that communication between candidates has not taken place outside of the examination room. **Only if completely satisfied that no communication whatsoever has taken place must candidates be allowed to continue the examination.**

If the session is to be abandoned, this will be either:

- because of consideration of the criteria above,
- because re-entry to the premises cannot be secured, or
- because the risk of communication between students, which would invalidate the examination, cannot be eliminated.

In many cases, the examination will have to be abandoned. If so:

- The Examinations Officer should take the first opportunity to contact the awarding bodies and then seek to apply for Special Consideration for all the candidates involved.
- Partially completed papers should be sent to the awarding bodies as usual, unless the awarding bodies specifically request that papers should not be submitted.

Disruption to the transportation of completed examination papers

If there is a delay in normal collection arrangements for completed examination scripts the school will seek advice from awarding bodies and the normal collection agency (Parcel Force) regarding collection. The school will not make arrangements for transportation without approval from awarding bodies. The school will ensure secure storage of completed examination papers until collection.

Assessment evidence is not available to be marked

If large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked, the school will contact the awarding bodies for advice.

If the school is unable to open on results day

Alternative arrangements will be made for accommodation at another local school (Rugby School or Lawrence Sheriff School). The school will publish these alternative arrangements on its website.

School is unable to access results

If the school is unable to access results to candidates, or to facilitate post results services because of a failure of the Management Information System, it will contact the awarding bodies, Capita and Ebstar for advice. This also applies if the MIS fails at the point at which examination entries need to be made.

Miscellaneous Critical Incidents

Specific Bad Weather Contingency Plan

Where a pupil misses an exam because of bad weather the school will discuss contingency plans with the relevant awarding bodies. The action taken will aim to safeguard the interests of candidates whilst also maintaining the integrity of the exams.

A group of volunteers from within the school staff who have undertaken to attend school on bad weather days in order to operate timetabled examinations as per the timetable will be recruited by the examinations officer on an annual basis and given the required invigilator training. Staff will be contacted when necessary.

Absence of the Exams Officer

The headteacher will ensure that trained, knowledgeable staff are available to keep the exams office running in the absence of the Exams Officer without accruing late fees and disadvantaging students, if the need arises.

National Incident

The school will take advice from JCQ and the awarding bodies concerned and act accordingly, keeping candidates informed. Candidates should check with the school and check the school website, emails and twitter for up to date statements.

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