

# Mossley Hollins High School



## Exam Contingency Plan

At Mossley Hollins we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality

### Data Protection Statement

The procedures and practice created by this policy have been reviewed under our Data Protection Policy in line with GDPR.

Accepted by the Governing Body 13<sup>th</sup> June 2019

## Examination Contingency Plan

### 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 Mossley Hollins High 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 scenarios contained in the joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

### Causes of potential disruption to the exam process

#### 1. Building inaccessible at the start of a scheduled examination

(Bomb threat, fire, and structural damage)

##### *Advance knowledge that the building will be inaccessible for an external exam*

- Exam officer to liaise with Robertsons (Site owner) to establish likely length of site closure
- Exam officer to check with site owner that the secure storage remains intact. Awarding body to be informed immediately if this cannot be confirmed. Scripts to be returned to awarding body if secure arrangements breached
- Exams officer and deputy headteacher (RAM) to explore alternative site options (MSCP Primary Schools or George Lawton Hall)
- Relevant awarding body to be informed of alternative arrangements
- Exams officer to contact awarding body if additional exam materials are required due to inaccessibility to secure storage
- Exams officer/Admin team to contact candidates regarding alternative arrangements

##### *Building inaccessible at the start of an external exam (no notice)*

- Candidates to be kept under exam supervised conditions at the assigned assembly point outside the building
- Exams officer to contact site owner to establish likely length of site closure
  - In the event that the closure is likely to be of a short period 1-2 hours, students to be kept under supervision until revised start time. The awarding body to be notified and special consideration application considered. Candidates to be given full time to complete the examination.
  - In the event that the closure is likely to be lengthy (more than two hours), the exams officer and deputy headteacher to explore alternative site options. Relevant awarding body to be informed of alternative arrangement

##### **Building closure due to extreme weather conditions**

- External examinations are now rarely held during the winter months, however in the unlikely event of heavy snow the school will endeavour to remain open for those sitting external examinations even if the rest of the building closes. Support staff who live locally to be used as additional invigilators if staff delayed due to conditions.
- In the event that weather conditions are so extreme that the site is deemed unsafe, please refer to the policy above regarding an inaccessible building

##### **Building closure *during* an external exam**

- Please refer to the emergency evacuation procedure held by the exam office

#### 2. Unexpected absence of exams officer

- In the event that the exams officer should be absent for whatever reason, the assistant exams officer (AEO) will be required to deputise in his/her absence.
- All seating plans/invigilator timetables and access arrangements for each day are stored on the school network and can be accessed by the AEO if required.
- The AEO and the Headteacher's PA also hold keys to the exam store and can access it in the absence of the exams officer.
- Seating plan display and room preparation is carried out each evening so that the exam venue is already setup on the morning of each examination

#### 3. Long term absence of exams officer

- Deputy Headteacher (RAM) to appoint suitable Examinations Officer cover as rapidly as possible, who will follow procedures and practices within the Examinations Officer remit.
- Exams Officer to ensure essential information is available to the Deputy Head (RAM)
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times.

#### **4. Serious illness/injury of a candidate during an external exam**

If a candidate is taken seriously ill or is injured during an external exam and is unable to move, the following procedure should be followed

- One invigilator should immediately contact the main school office and request a qualified first aider attend the venue immediately.
- All other candidates should be evacuated from the venue in accordance with the exam evacuation procedure.
- At least one invigilator should remain with the candidate until the first aider arrives.
- Candidates do not return to the exam venue until either than ill/injured candidate has been able leave or the emergency services (if required) have removed the candidate.
- The awarding body must be contacted and special consideration applied for if required.

#### **5. SENCo extended absence at key points in the exam cycle**

The SENCo is responsible for organising the testing and assessment to identify potential access arrangement requirements. It is also the SENCo's responsibility to collect the evidence of need and evidence to support normal way of working.

- The Deputy Head (RAM) will appoint a suitable cover SENCo as rapidly as possible, who will follow procedures and practices within the SENCo remit.
- The Exams Officer will have a record of the latest list of access arrangements and will liaise with the cover SENCo to ensure this is up to date.

#### **6. Heads of Faculty/Subject extended absence at key points in the exam cycle**

The Head of Faculty/Subject is responsible for liaising with the Exams Officer to ensure that the correct candidates are entered for the exam and that NEA are conducted correctly and by the awarding bodies deadlines. In the event of a long term absence the following procedure will apply:-

- The SLT link assumes responsibility for examination entry in the event of staff absence.
- The SLT link will make contact with the exams officer to check if the absent staff member had already indicated what course each candidate is following.
- The SLT Link will contact other schools to ensure that they have the information they need to proceed and what is involved for each course.

#### **7. Lack of appropriately trained invigilators or invigilator absence**

Mossley Hollins recruits and trains its own team of exam invigilators. They are recruited on a casual contract. In the event that insufficient numbers of invigilators are available for any given exam, the following procedure is in place:-

- The School has trained other members of its support staff in exam invigilation. They can be used in an emergency at very short notice to cover for an invigilator who has phoned in sick
- In the event of an expected shortfall of invigilators in advance of an exam, the school will seek to use agency staff from a local agency that supplies trained invigilators.

#### **8. Failure of IT Systems**

In the event that the school's IT systems should fail during exam preparation or on results day, the following procedures will apply:-

- The exams officer will notify the IT team as soon as the problem occurs and ask them to investigate.
- If the IT team are unable to resolve the issue, the school will seek to use that IT facilities available at Droylsden Academy if practical

- If the issue still cannot be resolved, the exams officer will contact all the awarding bodies for alternatives routes for the dissemination of results.

### **9. Disruption in the distribution of examination papers**

In the event that the distribution of examination papers is disrupted, the following procedure will apply:-

- The centre will communicate with the awarding bodies to organise alternative delivery of examinations papers. This can be via an alternative courier or electronically.
- In the event that an exam paper is distributed electronically, the school will ensure that priority is given to the exam team to ensure that sufficient numbers are photocopied.
- The exams officer will ensure that the papers are kept securely until needed.

### **10. Disruption to the transportation of completed examinations scripts**

In the event that there is a delay in the normal collection arrangements for completed examinations scripts, the centre will:-

- Communicate with the relevant awarding bodies at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the awarding body.
- Scripts to be stored securely until such time as transport is confirmed.

### **11. Assessment evidence is not available to be marked**

In the event that large scale damage to or destruction of completed examinations scripts/assessment evidence before it can be marked has occurred, the following procedure will apply:-

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers.
- The awarding bodies may generate candidate marks for the affected assessments based on other evidence, as defined by the awarding bodies and the regulators.
- It may be necessary for the candidates to retake the assessment at the next available opportunity.

### **12. Centre unable to distribute results as normal**

In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services, the following procedure will apply:-

- The school will contact the awarding organisations about alternative options
- Arrange to access results at an alternative site
- Inform staff, students and parents as soon as possible of the change in distribution of results.