



# **South Bromsgrove High**

## **Examinations Contingency Plan**

**Adopted by the Governing Body**  
**Reviewed by the Governing Body**  
**Next Review**  
**Policy responsibility**

**December 2011**  
**September 2020**  
**September 2021**  
**Examinations Officer**

## **Contents – Examinations Contingency Plan**

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It is now a requirement for Centres to show a written contingency plan be readily available to minimise risk to the examination administration, including the absence of the examinations officer.

## **1. 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 South Bromsgrove High School. 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.

At all times, the Examinations Officer and the Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

## **2. Causes of Potential Disruption to the Exam Process**

### **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 and awarding body specifications being delivered:-
  - As this is undertaken in July preceding the academic year, it will be possible to delay until September.

#### **Entries**

- candidates not being entered with awarding bodies for external exams/assessment:-
  - If very late, contact the awarding body and make entries via EDI
- awarding body entry deadlines missed or late or other penalty fees being incurred
  - Identify reason to ensure this is not repeated. Penalties to be forwarded to relevant department for payment.

#### **Pre-exams**

- exam timetabling, rooming allocation; and invigilation requirements not prepared
  - To be undertaken as soon as possible
- candidates not in receipt of exam timetables
  - Parents asked to check MCAS for electronic copy if too late to distribute paper copies
- exam/assessment materials and candidates' work not stored under required secure conditions
  - Ensure adequate storage is ordered and used
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
  - This may be due to the teacher being absent – please see NEA Policy for guidelines

#### **Exam time**

- exams/assessments not taken under the conditions prescribed by awarding bodies
  - inform awarding body immediately and note special consideration may be required for student(s)
- required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
  - inform awarding body as soon as this comes to light. Checklist procedure started as soon as incident happens should prevent this.
- candidates' scripts not dispatched as required to awarding bodies
  - Awarding bodies to be contacted immediately and scripts kept securely until despatch.

### **Results and post-results**

- access to examination results affecting the distribution of results to candidates
  - If access to EDI/A2C not available, these will need to be downloaded direct from the awarding bodies secure sites and transferred to the School MIS
- the facilitation of the post-results services
  - If this is due to the Exams Officer being absent, the Data Administrator will cover
  - If this is due to an extended unavailability of internet, then the awarding body should be contacted and advice taken

### 3. **Long Term Absence of the Exams Officer**

Where the exams officer is to be absent for a length of time, the duties will be covered by the Data Administrator in line with the year cycle at the end of this policy.

- Ensure the Data Administrator is familiar with the overall cycle of each exam session.
- The Data Administrator has a full set of keys for the office, safe and lockable storage cupboards
- As an integral part of the exams team, the Data Administrator has an up to date knowledge of the workings of the exam cycle and where to seek advice
- Exams Line Manager to ensure adequate support available to Data Administrator

### 3. **Centre is Closed for an Extended Period**

- Keep Centre open for candidates taking exams where possible – consider alternative rooming within the centre whilst ensuring the level of invigilation is still correct within with the alternative room.
- Where this is not possible, look at alternative Centres – North Bromsgrove High – Bromsgrove School. Notify the awarding bodies immediately of the situation.
- Where the Centre is unable to keep the exam papers at the Centre as a result of the closure, approaches should be made to the alternative Centre for the use of secure storage.
- Candidates must be kept informed of locations and alternative arrangements made. This can be done via the School website, text messaging service to parents and other social media.

### 4. **Awarding Body Contingency Day**

- For Summer 2021, this is Tuesday 29 June 2021 and students will be asked to make sure they are available on this date should exams be cancelled nationally and need to be rescheduled. This date will be shown as an important notice on their exam timetables.

Please see over for the Overall Cycle of the Exams Year

## Overall Cycle of the Exams Year

Month	Action
September	<ul style="list-style-type: none"> <li>• Post Results queries – Reviews of marking – by 19/9 and access to scripts 26/9</li> <li>• Chase outstanding exam info for subjects</li> <li>• Download all relevant basedata</li> <li>• Enter GCSE English/Maths November Resits</li> <li>• Obtain PPE requirements from subject leaders for Y11,Y13, Y12 and Y10 (Y10 Eng and Maths only – check Science)</li> <li>• Enter Y13 students for BMAT/Admissions</li> <li>• Ensure BAM are notified which rooms being used when in October ½ term</li> <li>• Check JCQ documents to ensure implementation of changes and update policies accordingly</li> <li>• Submit estimated entries</li> <li>• Ask subject leaders for BTEC timelines for external units</li> <li>• Where BTEC resits are in January, send out resit forms to students via teaching groups</li> </ul>
October	<ul style="list-style-type: none"> <li>• Ensure all GCSE resits are entered and sent off to exam boards by 4/10</li> <li>• Download all relevant basedata</li> <li>• Register BTECs/Technical Awards</li> <li>• Register LIBF (Finance)/Sports Leaders</li> <li>• January exam entries inc BTECs to boards by 20/10</li> <li>• Enter Cambridge Admissions</li> <li>• Identify students requiring alternative rooming</li> <li>• Set up Admissions exams on Bromcom then enter and seat students</li> <li>• Exam timetables for Camb Admissions and GCSE resit students in tutor trays</li> <li>• Cambridge Admissions/BMAT etc – during ½ term</li> <li>• Put together Y11 November PPE timetable</li> <li>• Set up Y11 November PPE's on Bromcom, then enter and seat students</li> <li>• After seating ensure exam timetable is passed to JRS and LP for invigilation and TA bookings</li> <li>• Ensure papers are received for Camb Admissions</li> <li>• Ensure papers are received for Nov GCSEs</li> <li>• Pass laptop requirements to IT Dept for all November exams</li> <li>• Make withdrawals for Finance</li> <li>• Make BTEC withdrawals</li> <li>• Ensure JCQ posters are updated and displayed</li> <li>• With JRS, update, copy and distribute Student Exam Info Booklets via tutor groups</li> <li>• Download all available basedata</li> <li>• Produce Summer 2018 overall timetable for school website and general use</li> <li>• Identify when L2 on demand BTEC exams will be required</li> <li>• Identify when and schedule GCSE PE presentations</li> <li>• Ensure NCN register has been actioned</li> </ul>

November	<ul style="list-style-type: none"> <li>• November GCSE Exam session</li> <li>• Book Yellow Label Parcelforce service</li> <li>• Send out Y11 PPE student timetables via tutors</li> <li>• Invigilation training</li> <li>• Put together Y13 January PPE timetable</li> <li>• Identify slots for BTEC online exams wanted in Dec/Jan</li> <li>• Set up online BTEC exams on Bromcom then enter and seat students</li> <li>• Book in BTEC online exams with Pearson for December and January</li> <li>• Identify slots for January online Finance exams</li> <li>• Set up finance exams on Bromcom then enter and seat students</li> <li>• Set up Y13 PPE's on Bromcom then enter students</li> <li>• Seat January exams both external and PPE's</li> <li>• After seating ensure exam timetable is passed to JRS and LP for invigilation and TA bookings</li> <li>• November Y11 PPE session last 2 weeks</li> <li>• Send out Y11 BTEC online exam student timetables</li> <li>• Send out BTEC resit forms for Summer Sessions – December deadline</li> </ul>
December	<ul style="list-style-type: none"> <li>• Identify slots for March, April and June online Finance exams</li> <li>• Set up all finance exams on Bromcom then enter and seat students</li> <li>• Check requirements for BTEC externally set tasks through year to identify requirements</li> <li>• Check all information available to enter students for the Summer session</li> <li>• Set up all set task exams and other non EDI exams on Bromcom for entering students to enable clash identification and seating</li> <li>• Ensure all January external papers are received</li> <li>• Send out January student timetables via tutors</li> <li>• Prepare Post Results info for November results</li> <li>• Identify slots for BTEC online exams wanted in Feb/Mar</li> <li>• Set up online BTEC exams on Bromcom then enter and seat students</li> <li>• Look at mop up session for BTEC to be incorporated where pos</li> <li>• Enter BTEC resits for the Summer session</li> <li>• Pass laptop requirements to IT Dept for all January exams</li> </ul>
January	<ul style="list-style-type: none"> <li>• January external exam session inc Finance</li> <li>• Ensure Y13 PPE papers are received</li> <li>• Ask for tiers of entry where required for GCSE</li> <li>• Finish entries for Summer exams</li> <li>• Ask subject leaders/Director of 6<sup>th</sup> Form to identify any students who may require AS entry rather than/ in addition to A Level entry</li> <li>• Send out spreadsheet of entries to subject leaders for checking</li> <li>• January Y13 PPE session</li> <li>• November results to be issued</li> <li>• Identify and enter students who need to resit their November exam in the Summer</li> <li>• November Post Results</li> <li>• Finalise all alternative seating and access arrangements with LP</li> <li>• January BTEC online exams</li> <li>• Identify and action clashes</li> </ul>

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January /cont'd	<ul style="list-style-type: none"> <li>● Identify when and schedule MFL speaking – GCSE and A Level</li> <li>● Put together February Y11 PPE timetable (Eng Maths and pos Science only)</li> <li>● Use actual entries for any tiers of entry for Y11 February PPE's</li> <li>● GCSE PE Presentations</li> </ul>
February	<ul style="list-style-type: none"> <li>● Send off entries before 20/2</li> <li>● January Finance results</li> <li>● Finance resits requirements for March – update Bromcom entries as needed and book resits in with LIBF</li> <li>● Put together May Y10 PPE timetable (Eng Maths and pos Science only)</li> <li>● Put together Y12 PPE timetable</li> <li>● Set up Y10 and Y12 PPE's on Bromcom then enter students</li> <li>● Print off candidate entry confirmation forms and draft summer timetables for students on AR Day AND any Finance resit exams for March AND April finance exams</li> <li>● Seat students and send timetable to JRS and LP for invigilation and TA booking once each week is completed</li> <li>● Check all Y11 BTEC students who require an online exam have sat at least one and resits have been allocated where required</li> <li>● Ensure papers are received for Y11 February PPE's</li> <li>● Y11 February PPE's</li> <li>● Make BTEC certification results entries and send to Pearson</li> </ul>
March	<ul style="list-style-type: none"> <li>● Continue seating Summer exams</li> <li>● Prepare January Post Results documentation</li> <li>● January results to be issued – BTEC are later than other quals</li> <li>● January post results</li> <li>● BTEC Resit forms to be issued via teaching groups</li> <li>● Ensure those students who failed their January Unit submit a resit form (only applicable where the January unit was the first attempt)</li> <li>● Ensure all withdrawals/ change of tiers are sent to boards by refund deadline</li> <li>● Finance resits</li> <li>● March BTEC online exams</li> </ul>
April	<ul style="list-style-type: none"> <li>● Finalise seating summer exams</li> <li>● Results for March finance resit exams</li> <li>● April Finance exams</li> <li>● Mop up invigilation training</li> <li>● Start to receive exam stationery and exam papers from exam board</li> <li>● Check BTEC admin guides for each externally assessed unit</li> <li>● Send out final exam timetables for Summer via tutor groups</li> <li>● Start MFL Speaking exams</li> </ul>

May	<ul style="list-style-type: none"> <li>• MFL Speaking exams window continues</li> <li>• Ensure Y10 PPE papers are received</li> <li>• Y10 PPE's</li> <li>• Summer exams</li> </ul>
June	<ul style="list-style-type: none"> <li>• Summer exams</li> <li>• Ensure Y12 PPE papers are received</li> <li>• Y12 PPE's</li> <li>• Ensure BTEC units are sent to you for claiming</li> <li>• Claim BTEC units and awards</li> <li>• Inform AT of any BTEC subjects outstanding</li> <li>• Claim Sports Leaders Awards</li> <li>• Check EDI certification entries match the final award claim</li> <li>• Process special consideration requests for Summer exams</li> </ul>
July	<ul style="list-style-type: none"> <li>• Add provisional Finance Results for Y12 and Y13 to Bromcom</li> <li>• Add Sports Leaders Award results to Bromcom</li> <li>• Update policies where possible ready to finish off in September</li> <li>• Prepare Post Results documentation</li> <li>• Ensure enough copies are made of Post Results documentation</li> <li>• Destroy old exam info – confidential waste</li> <li>• Update Exam Info spreadsheet for following year and send to HoF and Subject Leaders</li> </ul>
August	<ul style="list-style-type: none"> <li>• A Level/L3 Pre-Results and Results Days</li> <li>• L1/L2 Pre-Results and Results Days &amp; next day for priority photocopy requests</li> </ul>