



THE KING DAVID HIGH SCHOOL

Exam Contingency Plan

2024/25

Approved by: Headteacher

Last reviewed on: October 2024

Next review due by: October 2025

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 King David 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. *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted and the JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England .*

At all times, the Examinations Officer, Assistant Examinations Officer and 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 and will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

Alongside internal processes, this plan is informed by information contained in the *Joint contingency plan for 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. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”

This plan also confirms The King David High School’s compliance with JCQ’s **General Regulations for Approved Centres** (section 5.3) that the centre has in place:

- a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

National Centre Number Register and other information requirements

The head of centre will also ensure that The King David High School as a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies’ request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself.

Head of centre absence at a critical stage of the exam cycle

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to the Deputy Head

The centre also has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

Causes of potential disruption to the exam process

1. Exam officer extended absence

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
 - annual exams plan not produced identifying essential key tasks, key dates and deadlines
 - sufficient invigilators not recruited and trained
- *Entries*
 - awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
 - candidates not being entered with awarding bodies for external exams/assessment
 - awarding body entry deadlines missed or late or other penalty fees being incurred
- *Pre-exams*
 - exam timetabling, rooming allocation; and invigilation schedules not prepared
 - candidates not briefed on exam timetables and awarding body information for candidates
 - exam/assessment materials and candidates' work not stored under required secure conditions
 - internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
- *Exam time*
 - exams/assessments not taken under the conditions prescribed by awarding bodies
 - required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
 - candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
 - access to examination results affecting the distribution of results to candidates
 - the facilitation of the post-results services

Centre actions:

- Assistant Examinations Officer and Data Manager to assume responsibility for the above tasks with the support of the Senior Leadership Team (SLT)
- Office staff to log in time exam papers arrive & bring immediately upstairs to locked storage in Exams office. (Mrs Rose to oversee)

2. SENCo extended absence

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- *Planning*
 - candidates not tested/assessed to identify potential access arrangement requirements
 - evidence of need and evidence to support normal way of working not collated
- *Pre-exams*
 - approval for access arrangements not applied for to the awarding body
 - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
 - staff providing support to access arrangement candidates not allocated and trained
- *Exam time*

- access arrangement candidate support not arranged for exam rooms

Centre actions:

- The SENCO Team(Mrs Morrissey) and Examinations Officer(Mrs Burton) to work with SLT to identify students where applications for access arrangements may be required. SENCO to make sure all paperwork in place
- EO(Mrs Burton) to ensure access arrangements are in place by the Summer term of Year 10 for all students where possible.
- EO(Mrs Burton) to plan access arrangements for exam days in advance of the Summer series, in consultation with SENCo
- EO(Mrs Burton) contact Examination Board if a late access arrangement required
- SENCO Assistant to liaise with Exams Office for extra support in exam rooms if required

3. Teaching staff extended absence

Criteria for implementation of the plan

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received*
- *Final entry information not provided to the exams officer on time; resulting in:*
 - *candidates not being entered for exams/assessments or being entered late*
 - *late or other penalty fees being charged by awarding bodies*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

Centre actions:

- The Examinations Officer(Mrs Burton) to liaise with Heads of Department and/or SLT, if necessary, to ensure all necessary deadlines are adhered to. Where this is not possible, the EO will liaise with the relevant Awarding Body and act upon advice received.

3a.Escalation Process-

Confirms the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Before examinations (Planning)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Executive Head. NCN to be Informed.

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Main duties and responsibilities relate to:

- Centre status

- Confidentiality
- Communication
- Recruitment, selection and training of staff
- Internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections

Additional JCQ publication for reference:

- Centre Inspection Service Changes

- Policies

Specific JCQ publications for reference:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)

- Personal data, freedom of information and copyright

Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

Before examinations (Entries and Pre-exams)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Deputy Head

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (sections 1-15)
- Access Arrangements and Reasonable Adjustments (sections 6-8)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries

Additional JCQ publications for reference:

- Key dates in the examination cycle
- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation

- Centre assessed work

Additional JCQ publication for reference:

- Guidance Notes – Centre Consortium Arrangements

- Candidate information

Additional JCQ publications for reference:

- Information for candidates documents

- Exam Room Posters

During examinations (Exam time)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to Mr Jack Pitt- Deputy Head

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

Main duties and responsibilities relate to:

- Conducting examinations and assessments
Additional JCQ publication for reference:
 - Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

After examinations (Results and Post-Results)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to Deputy Head and other members of SLT

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)

Main duties and responsibilities relate to:

- Results
Additional JCQ publication for reference:
 - Release of Results notice
- Post-results services and appeals
Additional JCQ publications for reference:
 - Post-Results Services: *Information and guidance to centres*
 - JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam*

Centre actions:

- The Examinations Officer (Mrs Burton) will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion.

- The EO(Mrs Burton) will liaise with Head of Centre will be aware of the school staff available for invigilation duties at short notice and for peak exam days.
- EO responsible for recruitment of invigilators in the Autumn term of the summer series together with of Staffing. Advance planning required to ensure enough are available for the sittings.
- Head of Centre Staffing to be informed if recruitment necessary.
- Cover supervisors and other Administrator Staff to also receive up dated exam invigilator training to ensure back up is available in case of invigilator absence.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an expected incident at exam time*

Centre actions:

- The EO(Mrs Burton) will organise rooming for examinations before the Easter holidays ensuring sufficient time is available to identify appropriate rooms and plan appropriately.
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The SLT will work with the EO at all times during such emergencies.
- Upstairs gym on school site based in separate building to be used if main exam hall unavailable
- Heaton Park Synagogue Hall, Middleton Road, Manchester M8 4JX will be used if the school site is unavailable- confirm with Exam Boards

6. Cyber-attack

Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery

Centre actions to mitigate the impact of the disruption

- Liaise with Head of IT to rectify the issue
- Head of Centre to be informed.
- At all times during the system failure the EO will liaise with the AB to minimise disruption and costs incurred.
- Head of Centre ensures the following procedures in place:-
 - a) providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
 - b) providing training for staff on awareness of all types of social engineering/ phishing attempts
 - c) enabling additional security settings wherever possible- 2 factor authenticator
 - d) updating any passwords that may have been exposed
 - e) Enable Additional security settings where possible
 - f) setting up secure account recovery options
 - g) reviewing and managing connected applications
 - h) monitoring accounts and regularly reviewing account access, including removing access when no longer required
 - i) ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*

Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.

- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

7. Failure of IT systems

Criteria for implementation of the plan

- *MIS system failure at final entry deadline*
- *MIS system failure during exams preparation*
- *MIS system failure at results release time*
- *Where a cyber-attack may compromise any aspect of delivery*
- *IT System corruption affecting candidates' work*

Centre actions:

- The EO, (Mrs Burton) in consultation with the SLT, will make entries from another venue direct to the Awarding Bodies. (Address in point 5) Results may also be accessed directly from the AB. At all times during the system failure the EO will liaise with the AB to minimise disruption and costs incurred.
- Head of Centre to be informed.
- Liaise with Head of IT to rectify the issue
- Ensure that candidates' work is backed-up via One- Drive secure network

8. Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan

Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

- The EO will contact the AB to notify them of any such difficulties and put in place suitable alternative arrangements
- Synagogue hall (Point 5 for full name & address) will be used if the main venue is unavailable- confirm with Exam Boards
- Apply for special consideration for all students if required

9. Disruption of teaching time in the weeks before an exam – centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

Centre actions:

- SLT to manage all such incidents. Students log in through Teams and continue lessons via video link

8. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

**In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative*

arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Centre actions:

Named Contingency Site: Heaton Park Synagogue, Middleton Road, Manchester M8

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.
- Priority given to exam cohort.
- Synagogue hall will be used if the main venue is unavailable- confirm with Exam Boards, ensuring the secure transportation of question papers to the alternative venue
- EO to contact awarding bodies for advice regarding special consideration
- Centre to communicate with parents and students any changes to exam timetable or venue.
- Notify JCQ Centre Inspection Service with alternative site arrangement
- Ensure scripts are stored under secure conditions

9. Candidates may not be able to take examinations– centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- The EO will contact the relevant AB to discuss alternative arrangements and liaise with the SLT to take appropriate action.
- Consider moving start time of exam for all students
- EO apply for special consideration of student through absence

10. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- The EO will contact the AB to notify them of any such difficulties and put in place suitable alternative arrangements
- Exams to be kept secure in locked storage until alternative collection can be made

11. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

- The EO will contact the AB to notify them of any such incidents and act upon advice given
- EO to communicate with awarding bodies immediately.
- Student marks to be submitted based on appropriate evidence.

12. Centre unable to distribute results as normal

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

- The EO will contact the AB to notify them of any such incidents and act upon advice given
- EO and Head of Centre to assess alternative arrangements for issuing results with the regulators.
- Head of Centre to inform transition schools, students and parents about delay as soon as possible.

(JCQ guidance above taken directly from **Instructions for conducting examinations** 2024-2025 <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, section 15, Contingency planning)

JCQ Joint Contingency Plan www.jcq.org.uk/exams-office/other-documents

JCQ Preparing for disruption to examinations www.jcq.org.uk/exams-office/general-regulations/

JCQ Notice to Centres - Examination contingency plan/examinations policy www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan/

General Regulations for Approved Centres www.jcq.org.uk/exams-office/general-regulations

Guidance notes on alternative site arrangements www.jcq.org.uk/exams-office/online-forms

Guidance notes for transferred candidates www.jcq.org.uk/exams-office/online-forms

Instructions for conducting examinations www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

A guide to the special consideration process www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

GOV.UK

Emergency planning and response: Exam and assessment disruption www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service