



The Thomas Adams School

Policy Statement

Contingency Plans in the Event of Disruption to Examinations

Updated September 2022

Reviewed by Governors

Contingency Plan in the event of disruption to Examinations at The Thomas Adams School, Wem (Centre No. 29365)

Who is the plan for?

School staff: Headteacher, teaching staff, administrative and ICT staff, site services staff and invigilation staff.

The purpose of the plan

To ensure that there is a consistent and effective response in the event of major disruption to the examination system.

The outcome of the plan

The overall outcome of the Plan is to ensure that the interests of candidates are safeguarded while maintaining the integrity of the examination system and qualification standards.

When the plan would be triggered

This could include severe weather, widespread illness, travel disruption, fires, logistical problems or system failures.

Reviewing the plan

The plan will be reviewed annually at the beginning of each academic year by the Examinations Officer and the SLT.

Any changes, e.g. staff names on the plan to be amended by the Exams Officer during the year.

Communication

- Communication between the Centre and the Awarding Bodies whose examinations are affected.
- Communicating with candidates, parents/guardians or carers, teachers and other centre staff.
- Communication with Invigilators
- It is important that all information/messages are clear and accurate.

Supervision of candidates

It is important that all candidates who arrive for an examination which has a delayed start because of an emergency, are placed under the supervision of the Invigilators, all means of electronic communication removed, until the problem has been solved or an alternative venue for the examination has been agreed with the Awarding Body, and set up.

Summary of responsibilities in the event of disruption to examinations

Awarding Organisations

Offering advice regarding communication with candidates, parents/guardians and carers

Ensuring centres receive examination materials for scheduled examinations

Advising centres on possible alternative examination arrangements and declining or approving proposals for alternative examination arrangements

Evaluating and declining or approving requests for special consideration

Marking, moderating and grading candidate work

Issuing results to centres on scheduled dates

Advising UCAS and CAO about any delays that may impact on their deadlines

Making a post results service available

Examination Centres

Communicating with candidates, parents and carers

Preparing plans for any disruption to exams as part of general emergency planning

Preparing candidates for examinations

Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations

Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions

Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open

Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations

Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding organisations

Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers

The distribution of examination results to candidates

Offering a post results service

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended actions	Specific communication	Nominated staff
<p>Centre is unable to open as normal during the examination period</p>	<p>Awarding Bodies must be informed immediately.</p> <p>The responsibility for deciding whether it is safe to open the Centre lies with the Head of Centre.</p> <p>He/she is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether the Centre is to open.</p> <p>The Centre must open for examinations to be held if possible.</p> <p>In consultation with Awarding Bodies research the possibility of using an alternative venue (public building) or sharing facilities with another Centre.</p> <p>Candidate to be reassured of an opportunity to sit any examinations missed at the next available series.</p> <p>Examination Officer to apply for special consideration for candidates where they have met the minimum requirements.</p>	<p>Awarding Bodies</p> <p>Appropriate Centre staff whose services may be required including Site Services Team</p> <p>Candidates Parents/Guardians (Text/Radio Shropshire)</p> <p>Invigilators (Telephone)</p>	<p>Mark Cooper Head of Centre</p> <p>Lea Winter Rebecca Kinnon Rachel Turnbull (Examinations Staff)</p> <p>Belinda Howells Angela Muxlow (Administrative Staff)</p> <p>David Moore (Site Services Manager)</p> <p>Invigilators (List in Exams Office)</p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended actions	Specific communication	Nominated staff
<p>Exam Officer extended absence at key points in the exam process</p>	<p>Rachel Turnbull, part-time exams officer, to take over the role as much as possible. Awarding Bodies to be notified if necessary of the absence of the exams officer, and to be consulted closely in times of doubt. Exams officers in the Trust to be utilised for advice and support.</p> <p>Lea Winter, Line Manager, for exams office, to work closely with Rachel Turnbull to support and advise.</p> <p>Tom McAleavy, Deputy Head with responsibility for sixth form, to support and advise.</p> <p>Lead Invigilators to be utilised for assistance and support with practical preparation for exams and on exam days.</p>	<p>Appropriate Centre staff</p> <p>Awarding Bodies</p> <p>Candidates</p> <p>Invigilators</p>	<p>Rachel Turnbull (Exams Officer – part time)</p> <p>Tom McAleavy (Senior Leadership Team)</p> <p>Lea Winter (In charge of Exams)</p> <p>Invigilators who live locally (list in Exams Office)</p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended actions	Specific communication	Nominated staff
<p>Severe weather conditions and/or other travel disruption, when road and rail conditions prevent candidates and staff from travelling into the Centre</p> <p><u>Criteria for implementation of the plan:</u></p> <p>Candidates are unable to attend the Centre to take examinations as normal</p>	<p>If the Head of Centre, after taking advice from the relevant local agencies, decides that it is safe for the Centre to be opened, staff will be required to respond by coming into School.</p> <p>It may be that the Centre opens for examinations and examination candidates only.</p> <p>Examinations Officer to inform the appropriate Awarding Body/Bodies of the situation and request advice according to which specific examinations are affected (e.g. final GCE linear exams etc.)</p> <p>Centre to communicate with all relevant candidates that the Centre is open and the examination(s) will be run if they are able to travel in safely.</p> <p>Candidates to be reassured of an opportunity to sit any examinations missed at the next available series if appropriate.</p> <p>Examinations Officer to communicate with Invigilators who live locally.</p> <p>Examinations Officer to apply for special consideration for candidates where they have met the minimum requirements for the qualification.</p>	<p>Appropriate Centre staff</p> <p>Awarding Bodies</p> <p>Candidates</p> <p>Parents/Guardians/Carers (Text/Radio Shropshire)</p> <p>Invigilators</p>	<p>David Moore (Site Services Manager)</p> <p>Tom McAleavy (Senior Leadership Team)</p> <p>Lea Winter (In charge of Exams)</p> <p>Rebecca Kinnon Rachel Turnbull (Examination Officers)</p> <p>Angela Muxlow Belinda Howells Local admin. staff to operate the switchboard and send emails to parents</p> <p>Invigilators who live locally (list in Exams Office)</p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended actions	Specific communication	Nominated staff
<p>Widespread illness/epidemic</p>	<p>In the case of widespread illness or an epidemic, the Head of Centre will take advice from the relevant local or national agencies in deciding whether the Centre is able to open for the purposes of running examinations.</p> <p>The Centre must then communicate immediately with the relevant Awarding bodies.</p> <p>Candidates to be reassured of an opportunity to sit any examinations missed at the next available series if appropriate.</p> <p>Examination Officers to communicate with Invigilators.</p> <p>Examination Officer to apply for special consideration for candidates where they have met the minimum requirements</p>	<p>Appropriate Agencies (e.g. Local Health Authority)</p> <p>Awarding Bodies</p> <p>Candidates Parent/Guardians/Carers (Text/Radio Shropshire)</p> <p>Invigilators</p>	<p>Mark Cooper (Head of Centre)</p> <p>David Moore (Site Services Manager)</p> <p>Lea Winter Rebecca Kinnon Rachel Turnbull (Examinations Staff)</p> <p>Belinda Howells Angela Muxlow (Admin Staff to operate switchboard & send emails to parents)</p> <p>Invigilators (List in Exams Office)</p> <p><i>NB: Available staff will, of course, depend upon those individuals who are not infected with the illness</i></p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended actions	Specific communication	Nominated staff
<p>System failures (Network) and/or Power failures</p>	<p>System failure (Network) and/or power failure at Noble Street, putting the Examination Halls out of action:</p> <p>Liaise with Systems Manager to ascertain how serious the problem is, to ensure that the appropriate Public Utility has been called in (e.g. Electricity Board/British Telecom) and how long until everything is operating again.</p> <p>Inform Awarding Bodies and follow their procedures.</p> <p>Inform candidates/parents/guardians/carers what is happening.</p> <p>Candidates who arrive to sit examinations must be placed under the supervision of Invigilators, all means of electronic communication removed, until the problem has been solved or an alternative venue for the examination has been agreed with the Awarding Body and set up.</p> <p>NB: If it is electricity, Room D4 could still be used during the summer exams session as there would be enough natural light in the summer months.</p>	<p>Systems Manager (Public Utility: British Gas)</p> <p>Maybe SICTS (Schools IT Support Services)</p> <p>Awarding Bodies</p> <p>Candidates Parents/Guardians/Carers (Text & Radio Shropshire if appropriate)</p>	<p>Tim Goodman (Systems Manager)</p> <p>Tim Goodman (School Arbor)</p> <p>Lea Winter Rebecca Kinnon Rachel Turnbull (Examinations Staff)</p> <p>Belinda Howells (Administrative staff)</p> <p>David Moore (Site Services Manager)</p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended actions	Specific communication	Nominated staff
<p>Fire before the start of an Examination session</p> <p><i>NB: In the event of a fire during an examination session, the Fire regulations & procedures in place will be put into action. (Copy attached)</i></p>	<p>Action would depend upon where the fire had happened, it is unlikely that a fire would occur in both Examination Halls at the same time.</p> <p><u>Fire in an Examination Hall</u> Either Stanier Hall or D4 would still be available for use. A serious fire in Stanier Hall would mean that the Sports Hall would have to be utilised for examinations. The provision of furniture would be an issue.</p> <p>Relevant Awarding Bodies would be informed immediately and their procedures followed</p> <p>A fire in the Lamont Centre, Noble Street, where the secure storage of examination question papers is accommodated, must be reported to the Awarding Bodies immediately and advice/procedures followed.</p> <p>Candidates, parents/guardians/carers to be informed of any changed arrangements for sitting examinations and reassured that candidates will not be disadvantaged.</p> <p>Examination Officers to communicate with Invigilators.</p> <p>Examination Officer to apply for special consideration for candidates where they have met the minimum requirements.</p>	<p>Awarding Bodies</p> <p>Site Services Staff</p> <p>Candidates</p> <p>Parents/Guardians/Carers (Text & Radio Shropshire if appropriate)</p> <p>Invigilators (Telephone)</p>	<p>David Moore (Site Services Manager)</p> <p>Lea Winer Rebecca Kinnon Rachel Turnbull (Examinations Staff)</p> <p>Belinda Howells Angela Muxlow (Administrative Staff to operate switchboard and send emails to parents)</p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended actions	Specific communication	Nominated staff
<p>Disruption of teaching time</p> <p><u>Criteria for implementation of the plan:</u></p> <p>Centre is closed or candidates are unable to attend for an extended period during normal teaching time, interrupting the provision of normal teaching and learning</p>	<p>If the Centre is closed or if an individual student is unable to attend for normal teaching or study supported time, it remains the responsibility of the Centre to prepare student(s) as usual for examinations.</p> <p>In the case of modular courses, student(s) may be advised to sit examinations in the next available series.</p> <p>Alternative methods of learning:</p> <p>Examination Officer to apply for special consideration for candidates in appropriate cases and where they have met the minimum requirements for the qualification.</p>	<p>SLT in charge of Pastoral & Curriculum</p> <p>Subject Leaders</p> <p>Students</p> <p>Parents/Guardians (Text/Letter)</p>	<p>Jenni Whitfield (Pastoral)</p> <p>Tom McAleavy (Curriculum)</p> <p>Subject Leaders (All subjects)</p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended action	Specific communication	Nominated staff
<p>Unable to despatch completed examination scripts to the Awarding Body/Examiner</p>	<p>Liaise with Parcel Force, who collect the scripts.</p> <p>Inform the appropriate Awarding Bodies of the exact problem and follow their advice.</p> <p>Check, package and label the scripts as normal and lock away in secure storage until the crisis is resolved.</p> <p>Keep the Head of Centre informed of the situation.</p>	<p>Parcel Force</p> <p>Awarding Bodies</p> <p>Head of Centre</p>	<p>Rebecca Kinnon Rachel Turnbull (Examination Officers)</p>
<p>Assessment evidence is not available to be marked:</p> <p>Large scale damage or destruction of completed examination scripts/assessment evidence before it can be marked.</p>	<p>Inform the relevant Awarding Body immediately.</p> <p>Inform candidates and parents/guardians/carers of the action the Awarding Body will take to award a grade, reassure them and discuss the possibility of re-sitting the assessment.</p>	<p>Awarding Body</p> <p>Candidates</p> <p>Parents/guardians/carers (Letter home)</p>	<p>Mark Cooper (Head of Centre)</p> <p>Lea Winter Rebecca Kinnon Rachel Turnbull (Examination staff)</p>

Contingency Plan in the event of disruption to exams

Type of emergency	Recommended action	Specific communication	Nominated staff
<p>Unable to distribute examination results to candidates because of system failure</p>	<p>Liaise with the Systems Manager/SLT in charge, contacting any appropriate outside agency for help/advice.</p> <p>Liaise with the SICTs Help Desk who will, in turn liaise with Capita if it is a SIMs problem.</p> <p>Keep the Head of Centre informed of the situation.</p>	<p>Appropriate member of staff according to the problem</p> <p>SITSS (Schools IT Support Services)</p> <p>Head of Centre</p>	<p>Mark Cooper (SLT in charge of IT)</p> <p>Tim Goodman (Systems Manager) (School Arbor)</p> <p>Rebecca Kinnon Rachel Turnbull (Examination Officers)</p>
<p>Post Results Services</p>	<p>If, for any reason, the Centre is unable to process Post Results services, liaise with the appropriate Awarding Bodies.</p> <p>Keep the Head of Centre informed of the situation.</p>	<p>Awarding Bodies</p> <p>Head of Centre</p>	<p>Rebecca Kinnon Rachel Turnbull (Examination Officers)</p>