Examinations Contingency Plan 2026/27

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Purpose of the plan

Causes of potential disruption to the exam process

1. Exam officer extended absence at key points in the exam process (cycle)
2. SENCo extended absence at key points in the exam cycle
3. Teaching staff extended absence at key points in the exam cycle
4. Invigilators - lack of appropriately trained invigilators or invigilator absence
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice
6. Failure of IT systems
7. *Disruption of teaching time – centre closed for an extended period
8. *Centre unable to open as normal during the exams period
9. *Candidates unable to take examinations because of a crisis – centre remains open
10. *Disruption to the transportation of completed examination scripts
11. *Assessment evidence is not available to be marked
12. *Centre unable to distribute results as normal

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 Itchen Sixth Form College. 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.

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."

Causes of potential disruption to the exam process

1. Exam Manager extended absence at key points in the exam process (cycle)

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
  - 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:

- Line Manager, Mike Jones, to liaise with Examinations Manager, Maria Hill & Examinations Support Assistant over entries.

- Line Manager, Mike Jones, to liaise with Examinations Manager, Maria Hill, & Examinations Support Assistantover pre-exam administration.

- Exam Support Assistant (Clare Tuxworth) has a familiarity with specific systems therefore limiting risk in the advent of exams manager being absent . Exams Officer (MH) is developing an ongoing training programme for our Exams Support Officer (CT) to use appropriate systems in case of absence/continued absence of MH. CT will also acquire and develop at least a basic, up-to-date knowledge of the examination system by completing relevant training modules.

Helpful article here to aid contingency planning in the absence of the exams officer (The Exams Office)

2. Support for Learning lead (SENDCO) extended absence at key points in the exam cycle

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:

- Support for Learning Manager (LH), along with Exams Access Co-ordinator CG) to liaise with Rebecca Stratton (Head of Centre) & Mike Jones (SLT link to Exams Office) over SENDCO's absence.
- Support for Learning Manager will enable a shared approach to exam periods
- Exam Access Arrangement co-ordinator position will enable shared approach to exam periods

3. Teaching staff extended absence at key points in the exam cycle

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:

- Director of Curriculum and/or Curriculum Managers to liaise with Exams Office staff
- Estimates made from numbers on 'offering' (CIS to support)

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:

- Recruitment and training is done well in advance.
- Exams Manager to liaise with Vice Principal (current line-manager) and Deputy Principal to cover absences or shortages.

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

Criteria for implementation of the plan

- *Exams Manager 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:

- Exams Manager to liaise with Person responsible for allocating rooms, the timetabler (Rob Payne).

6. Failure of IT systems including a cyber attack (see appendix A)

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*

Centre actions:

- Exams Manager and IT Manager to liaise with Examination Boards as to appropriate action.

7. *Disruption of teaching time – centre closed for an extended period including during any industrial action

*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:

- Head of Centre, Governors, SLT to take the necessary action.

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:

- Agreement in principle with Principals of Richard Taunton and City College to support if emergency venue was required.
- Exams Manager to liaise with Head of Centre and to inform awarding bodies.

9. *Candidates unable to take examinations because of a crisis – centre remains open

*Criteria for implementation of the plan

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

Centre actions:

- Consideration would be given on an individual basis as to why they were unable to attend the examination centre. Special consideration may be applied for or change of venue applied for.

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:

- Scripts remain securely stored in exams office or Exams Manager transports them to the Post Office for collection by Parcelforce.

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:

- Exams Manager to contact awarding bodies for advice.

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:

- Exams Manager to contact awarding bodies for advice.

*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

Appendix a: Serious Cyber Attack - 7 Phases of Incident Response

