



Kemnal
Technology
College



CONTINGENCY PLAN POLICY

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The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

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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 Kemnal Technology 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, parent and staff should disruption to examinations occur."

CAUSES OF POTENTIAL DISRUPTION TO THE EXAM PROCESS

- ❖ Exam Officer extended absence at key points in the exam process (cycle)
- ❖ SENCo extended absence at key points in the exam cycle
- ❖ Teaching staff extended absence at key points in the exam cycle
- ❖ Invigilators – lack of appropriately trained invigilators or invigilator absence
- ❖ Failure of IT systems
- ❖ Centre unable to open as normal during the exams period
- ❖ Candidates unable to take examination
- ❖ Exam Officer extended absence at key points in the exam process (cycle)



CRITERIA FOR IMPLEMENTATION OF THE PLAN

EXAM OFFICER 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

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 despatched 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

Emma Wride (Deputy Head i/c Exams) to deputise fully for EO to carry out and delegate tasks in relation to the exam cycle to **Keyholders Sarah Lucas and Vicky Meehan** (Admin Assistants).

SENCO 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

EXAM TIME

- ❖ Access arrangement candidate support not arranged for exam rooms

CENTRE ACTIONS

- ❖ Matthew Godden (Deputy Head i/c exams) to use MIS to identify possible access arrangement candidates and gather information from teachers to build evidence of need.
- ❖ Consultant SENCo to deliver the testing of these identified candidates.

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 EO on time, resulting in pre-release information not being received
- ❖ Final entry information not provided to EO on time, resulting in:



- Candidates not being entered for exams/assessment 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

- ❖ EO responsible for ensuring deadlines are met for estimated entries.
- ❖ EO to liaise with other teaching staff within the faculty to ensure final entries are correct.
- ❖ EO to liaise with other teaching staff within the faculty to ensure sampled coursework is sent to the moderator.

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

- ❖ EO responsible for the recruitment of invigilators in the Autumn term of the summer series.
- ❖ Advance planning to make sure enough are available for each series.
- ❖ Matthew Godden (Deputy Headteacher i/c exams) to be informed if recruitment necessary.

FAILURE OF IT SYSTEMS

CRITERIA FOR IMPLEMENTATION OF THE PLAN

- ❖ MIS system failure at final entry deadline
- ❖ System failure during on-screen testing
- ❖ MIS system failure at results release time

CENTRE ACTIONS

- ❖ EO to contact awarding bodies directly to arrange alternative methods of information exchange.
- ❖ EO to liaise with on-site IT Technicians.

CENTRE UNABLE TO OPEN AS NORMAL DURING THE EXAMINATION PERIOD

CRITERIA FOR IMPLEMENTATION OF THE PLAN

- ❖ Centre closed due to possible severe weather / power cut etc.

CENTRE ACTIONS

- ❖ Open for examinations and examination candidates only, if possible.
- ❖ Use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres) Agreed with Grays Farm School (neighbouring school within the TKAT Trust)
- ❖ Apply to awarding organisations for special consideration where candidates have met the minimum requirements.
- ❖ Offer candidates an opportunity to sit any examinations missed at the next available series.
- ❖ Centre to communicate with parents and students.

CANDIDATE UNABLE TO TAKE EXAMINATION

CRITERIA FOR IMPLEMENTATION OF THE PLAN

- ❖ Candidate unable to attend for exam due to illness / family crisis / other reason

CENTRE ACTIONS

- ❖ Procedures for absence outlined to students / carers in letter sent with timetable.
- ❖ EO to liaise with student / carer to establish reason for absence and gather evidence if appropriate to submit with special consideration application

COVID-19 DISRUPTION

- ❖ Follow all national/local guidelines (of the day)
- ❖ Contact awarding bodies for further guidance for a national/local lockdown
- ❖ Contact parents/carers to inform of the procedures. Ensure these are widely shared via website and media sources
- ❖ Consider special consideration applications if students are self-isolating
- ❖ If student tests positive for COVID-19 follow PHE guidelines, including NHS track and trace to ascertain if candidate(s) have been in close contact with other students/staff in school



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