



## Examinations Contingency Policy 19/20

1. Examinations officer absent for an extended period at key points in the exam process (cycle)

Required actions: Centres must ensure that other staff are sufficiently trained and informed, hence able to cover for the examinations officer under such circumstance.

*Actions specific to RB Centre:*

*The exams officer is part of a team led by an experienced member of SLT. All members of the team have attended training to ensure that the absence of the exams officer is covered by those in the team and members of SLT.*

*Michelle Williams (Headteacher) is the direct Exams Officer back up and acts as an EO in EO's absence.*

2. SENCo has extended absence at key points in the exam cycle

Required actions: Trained / qualified staff must be available to cover - advice may be sought from other RB providers. Possibly appoint a qualified assessor to test candidates in place of the SENCo or make alternative arrangements for testing.

*Actions specific to RB Centre:*

*Red Balloon has two SENCOs, the absence of one SENCO would be covered by the other SENCO, supported by a very experienced member of SLT who has line managed the SENCO.*

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

Required actions: Coordinators must ensure that they, or other nominated persons, are aware of all planned entries and deadlines for coursework and are able to ensure appropriate cover is provided.

*Actions specific to RB Centre:*

*The Headteacher would delegate to Head of Department/ Second in Department or line manager/SLT as necessary.*

#### 4. Unavailability of invigilator(s) at last minute

Required actions: Coordinators or their examinations officer must ensure that another trained member of staff is available to invigilate.

*Actions specific to RB Centre:*

*The School has a list of pre-approved invigilators (mentors) that it uses. This would be used in the event of the absence of an invigilator. In the event of the unavailability of any external invigilators, members of staff and SLT would be used. All staff are invigilation trained.*

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

*Required actions:*

Centres must plan well in advance of examinations re allocation of rooms. In the case of last minute unavailability of a room (eg through flood or electrical hazard) use of other rooms for examinations must take precedence over all other activities even if that requires the cancellation of certain classes / activities.

*Actions specific to RB Centre:*

*Exam would be moved to an appropriately sized office/conference room/ one of the mumble rooms.*

#### 6. Failure of IT systems

*Required actions:*

Centres must ensure that all data is backed up and accessible regardless of IT failure.

*Actions specific to RB Centre:*

*RB MIS system is a cloud based system/backed up by the provider*

*Centre to contact the provider*

7. Disruption of teaching time – ie centre closed for an extended period or candidates unable to attend for an extended period during normal teaching or study thus interrupting the provision of normal teaching and learning.

*Required actions:*

Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of the centre to prepare students, as usual, for examinations. Centres must ensure alternative arrangements (eg alternative building, online learning) are made under such

circumstance.

*Actions specific to RB Centre:*

*Centre to communicate with parents, carers and students about the disruption to teaching time and provide appropriate work via the school intranet*

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

*Required actions:*

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.

Centres might use alternative venues in agreement with relevant awarding organisations (eg share facilities with other centres or use other public building, if possible). Centres may offer candidates an opportunity to sit any examinations missed at the next available 'series'. Centres should apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

*Actions specific to RB Centre:*

*\* Centre will communicate with relevant awarding organisation to make them aware of the issue.*

*\* Centre will then communicate solutions to parents/carers and candidates*

*\* In the event that the centre remains closed negotiations would take place with local schools/colleges*

*\* Centre to offer candidates an opportunity to sit any examinations missed at the next available series*

*\* Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements*

9. Candidates unable to take examinations because of a personal 'crisis'

*Required actions:*

Centres will offer candidates an opportunity to sit any examinations missed at the next available series. Centres will apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not

apply.

*Actions specific to RB Centre:*

*\*Centre will communicate with relevant awarding organisation to make them aware of the issue.*

*\*Centre will then communicate solutions to parents/carers and candidates*

*\*Centre to offer candidates an opportunity to sit any examinations missed at the next available series*

*\*Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements*

10. Examination papers not arrived in time / students issued with wrong exam papers

*Required actions:*

Centres must check all exam papers upon arrival in school and will alert the appropriate awarding body of any discrepancies.

If this happens on the day of the exam, the exam board will be contacted immediately. Awarding organisations may be able to provide centres with electronic access to examination papers via a secure link or to fax examination papers to centres if electronic transfer is not possible. The examinations officer would need to ensure that copies are received, made and stored under secure conditions.

*Actions specific to RB Centre:*

*Centre to discuss alternative delivery of papers to the centre*

### 11. Disruption to the transportation of completed examination scripts

#### *Required actions:*

In the first instance centres will seek advice from awarding organisations and/or the normal collection agency regarding collection. Centres must not make their own arrangements for transportation without approval from awarding organisations. Centres must ensure secure storage of completed examination papers until collection. All examination scripts must be stored in the secure cabinet.

#### *Actions specific to RB Centre:*

*\*Centre will communicate and organise alternative arrangements for delivery of scripts.*

### 12. Assessment evidence is not available to be marked ie scripts or other assessment evidence are destroyed, lost or damaged before being marked

#### *Required actions:*

Centres must notify awarding bodies immediately. Awarding organisations may then generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations. Candidates should retake affected assessment(s) at a subsequent assessment window.

#### *Actions specific to RB Centre:*

*\*Immediate communication to be made with relevant awarding body*

*\*Students, parents and carers to be informed by letter*

*\*Students retake the assessment that has been affected at a subsequent assessment window, if possible*

### 13. Centre unable to distribute results as 'normal'

#### *Required Actions:*

Centres should notify awarding bodies and seek to make arrangements to access results at an alternative site (possible to access from home).

#### *Actions specific to RB Centre:*

*\*Centre to contact awarding bodies and discuss alternative means of distribution*

*\*Centre to make arrangements to access results at an alternative site*

