

POLICY

**EXAMINATIONS
EMERGENCY EVACUATION
&
EXAM CONTINGENCY PROCEDURES**

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Policy Owner	Deputy Headteacher

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EMERGENCY EVACUATION PLAN FOR EXAMINATIONS 2018 & 2019

1. RATIONALE

The Emergency Evacuation Plan is designed to provide clear instructions for staff and invigilators in the event that the school needs to be evacuated during examinations.

2. AIMS

In the event of an evacuation to ensure all students complete their exams with the minimal amount of disruption.

3. PROCEDURES

3.1 In the event of an emergency evacuation of an exams room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

3.1.1 Stop the candidates from writing.

3.1.2 Collect the attendance register (in order to ensure all candidates are present).

3.1.3 Evacuate the examination room in line with the instructions given by the appropriate authority. In the event of a fire alarm at The King's CE (A) School during exams the instruction is: **Invigilators should await instructions from the data manager or a member of SLT whether the exam room should be evacuated.**

3.1.4 Advise candidates to leave all question papers and scripts in the examination room. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

3.1.5 Inform candidates they must leave the room in silence.

3.1.6 Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

3.1.7 When instructed, supervise the return of candidates to the exam room.

3.1.8 Make a note of the time of the interruption and how long it lasted.

3.1.9 Allow the candidates the full working time set for the examination.

3.1.10 Make notes of the incident to enable the data manager to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

3.2 In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:

3.2.1 The exam room must be evacuated by the nearest fire exit

3.2.2 Candidates must be escorted to the designated assembly point for the examination room

3.2.3 On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions

3.2.4 Restart the exam and allow candidates the full working time set for the examination

3.2.5 Make relevant changes to the displayed finish time

3.2.6 All information regarding the evacuation must be recorded on the exam room incident log

EXAM CONTINGENCY PLAN

Aim of the Plan

The Examination Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the exam system at The King's CE (A) School affecting candidates across several awarding organisations.

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions. This Examinations Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them. This also applies to all other qualifications at The King's CE (A) School. The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The contingencies covered have been implemented on several occasions in response to localised issues in other centres. They would be applied on a larger scale in response to any widespread disruption at a national level.

The priority when implementing contingencies will be to maintain three principles:

- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards.

If the usual contingencies are no longer sufficient to maintain these outcomes, the Senior Leadership Team will agree any additional actions required.

Causes of potential disruption to the exam process

1. Data Manager Extended Absence at Key Points in the Exam Process (cycle)

Key tasks required in the management and administration of the exam cycle:

1.1 Planning

- annual data collection exercise undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators recruited and trained

1.2 Entries

- awarding bodies being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates entered with awarding bodies for external exams/assessment within entry deadlines

1.3 Pre-exams

- exam timetabling, rooming allocation; and invigilation schedules prepared
- exam timetables and awarding body information distributed to candidates
- exam/assessment materials stored under required secure conditions
- internal assessment marks and samples of candidates' work submitted to awarding bodies/external moderators

1.4 Exam time

- exams/assessments administered under the conditions prescribed by awarding bodies
- required reports/requests submitted to awarding bodies during exam/assessment periods
e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts dispatched as required to awarding bodies

1.5 Results and post-results

- examination results distributed to candidates
- the facilitation of the post-results services

2. SENCO Extended Absence at Key Points in the Exam Cycle

Key tasks required in the management and administration of the access arrangements process within the exam cycle undertaken including:

2.1 Planning

- candidates tested/assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working collated

2.2 Pre-exams

- approval for access arrangements applied for to the awarding body
- modified paper requirements identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates allocated and trained

2.3 Exam time

- access arrangement candidate support arranged for exam rooms

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

3.1 Key tasks undertaken including:

- Early/estimated entry information provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information provided to the exams officer on time; resulting in:
- candidates entered for exams/assessments
- Internal assessment marks and candidates' work provided to meet submission deadlines

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

4.1 The data manager will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion. Members of the School Support Staff are trained as invigilators and could be called upon in the event of an emergency. Examination timetables and plans are shared with ALL STAFF prior to the start of both the Mock and Summer Exams. Any issues with regard to invigilator numbers are addressed before the start of the internal and public exam series.

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

5.1 All exam rooms are booked by the data officer in liaison with the cover manager to identify sufficient/appropriate rooms during exams timetable planning

5.2 Rooming provision is detailed on the examination timetable that is circulated to ALL STAFF and is displayed in prominent positions and on the school website. By sharing this key information any issues are flushed out before the start of the exam series

5.3 In the event of the main exam hall not being in use alternative internal venues would be investigated. In the event of these venues not being available an alternative venue would need to be found.

The Head Teacher in agreement with Awarding Bodies would seek alternative accommodation.

6. Failure of IT systems

6.1 In the event of system failure at final entry deadline, during exams preparation or at the time of the release of results the data manager would inform the relevant Awarding Body. All entries could be submitted directly onto awarding body websites or via email. SLT to be informed. Results may also be accessed directly from the Awarding Bodies. At all times during the system failure the data manager would liaise with the Awarding Bodies to minimise disruption and costs incurred.

7. Disruption of teaching time – Centre closed for an extended period

7.1 If The King's CE (A) School is 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. It is the responsibility of the school to prepare students, as usual, for examinations. The school should plan to facilitate teaching and learning by an alternative method or alternative location.

Guidance on emergency planning, with advice on severe weather, is available on the Department for Education website:

<http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather>

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

8.1 If The King's CE (A) School is unable to open as normal for scheduled examinations it must inform each awarding organisation with which examinations are due to be taken as soon as is possible. The responsibility for deciding whether it is safe for the school to open lies with the Head of centre. The Headteacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open:

- The school should open for examinations and examination candidates only if it is possible.
- The school should use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible). Possibilities include the The Wade Centre, Kidsgrove town hall, etc.
- The school may offer candidates an opportunity to sit any examinations missed at the next available series
- The school can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements

9. Candidates unable to take/or complete examinations because of a crisis – Centre remains open

9.1 If candidates are unable to attend examination or to take examinations as normal. This contingency applies if The King's CE (A) School becomes closed due to extreme issues on the school site e.g. fire:-

- The school can liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations. JCQ guidance on alternative site arrangements can be accessed through the JCQ website <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2017-2018> Possibilities include the The Wade Centre, Kidsgrove town hall, etc.
- The school can offer candidates an opportunity to sit any examinations missed at the next available series.
- The school can 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
- JCQ guidance on special consideration can be accessed through the JCQ website: <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2017-2018>

10. Disruption to the transportation of completed examination scripts

If there is a delay in normal collection arrangements for completed examination scripts:

- The school will seek advice from awarding organisations and normal collection agency regarding collection. The school must not make arrangements for transportation without approval from awarding organisations.

- The school must ensure secure storage of completed examination scripts until collection.

11. Assessment evidence is not available to be marked

If due to large scale damage to, or destruction of, completed examination scripts/assessment evidence before it can be marked:

- The awarding organisations should generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations in consultation with the regulators.
- The candidates should retake affected assessment at subsequent assessment window.

12. Centre unable to distribute results as normal

12.1 If the school is unable to access or manage the distribution of results to candidates, or to facilitate a postal results services, the school should contact the awarding organisations about alternative options:-

- The school will make arrangements to access its results at an alternative site
- The school will make arrangements to coordinate access to post result services from an alternative site
- The school will share facilities with other centres where possible

13. Summary of School responsibilities in the event of disruption to examinations

- Preparing plans for any disruption to exams as part of centres' 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.
- Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers.

Useful Information

Ofqual

Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland

<http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november2012.pdf>

GOV.UK

Emergencies and severe weather: schools and early years settings

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

Teaching time lost due to severe weather conditions

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

Dispatch of exam scripts guide - Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>

JCQ - <http://www.jcq.org.uk>

Guidance on alternative site arrangements

<http://www.jcq.org.uk/exams-office/forms>

Instructions for conducting examinations

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Guidance on access arrangements and special consideration

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

EXAMINATION BOARDS

AQA <http://www.aqa.org.uk/>

City & Guilds <http://www.cityandguilds.com/>

Edexcel <http://qualifications.pearson.com/en/home.html>

OCR www.ocr.org.uk

WJEC www.wjec.co.uk