

## EXAM CONTINGENCY PLAN (RISK ASSESSMENT)

Update ref 2021 assessment – April 2021\*

### PURPOSE OF PLAN

- To examine potential risks and issues which may disrupt the Examination Processes
- To detail actions and procedures to mitigate these risks.

### 1. ISSUES ARISING IF HEAD OF CENTRE HAS EXTENDED ABSENCE/INCAPACITY AT KEY POINTS IN THE EXAM PROCESS\*

- no designated person to oversee process and ensure that grades are agreed without bias and which accurately reflect the students achievement.
- No one to sign off grades agreed.

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE:

*In the event of a long-term absence, the College senior staff will appoint a suitable acting Head of Centre as rapidly as possible.*

*This person will have access to all the relevant information kept in the Examinations Folder and will be supported by the senior staff of the College in order to follow the regulation procedures.*

*The Exams Officer will inform the JCQ of the situation.*

### 2. ISSUES ARISING IF EXAM OFFICER HAS EXTENDED ABSENCE AT KEY POINTS IN THE EXAM PROCESS:

#### **Planning:**

- data collection not undertaken to collate relevant information and dates regarding qualifications and awarding boards
- annual exams plan not produced showing key dates/deadlines and key tasks
- team of invigilators not recruited and trained

#### **Entries:**

- awarding body not informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered appropriately
- awarding body entry deadlines missed or late – penalty fees being incurred

**Pre-exams:**

- exam timetables, room allocation, invigilation schedules not completed
- candidates not briefed on exam timetables nor given awarding body information
- exam/assessment materials and candidates work not stored under secure conditions
- internal assessment marks/samples of candidates' work not submitted to awarding bodies/exenal moderators

**Exam Time:**

- exams/assessments not taken under the proscribed conditions of the awarding bodies
- required reports such as very late arrivals, suspected malpractice not submitted
- candidates scripts not dispatched as required to the awarding bodies

**Results and post-results:**

- Inability to input grade calculations
- candidates have difficulty in accessing their exam results, and the distribution of external results is delayed.

**PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE:**

*In the event of a long-term absence, the College Management will appoint/second a suitable Interim Examinations Officer as rapidly as possible.*

*This person will have access to all the relevant information kept in the Examinations Folder, and will be supported by the Management of the College in order to follow the regulation procedures.*

*The Exams Officer will ensure that the information in this Folder is kept up to date, and is readily accessible by the person acting in their absence.*

*The Head of Centre will take over responsibility for inputting grade calculations*

**3. SENCO/DESIGNATED ASSESSOR IS NOT AVAILABLE AT KEY POINTS IN THE EXAM CYCLE****Planning:**

- Candidates not tested/assessed to identify access arrangement needs
- Evidence of need and evidence of students normal way of working not collated

**Pre-exams:**

- Approval for access arrangements not applied for to the awarding body
- Modified papers not requested within the appropriate time line
- Staff providing support during exams not given appropriate advice/training
- Access Grid not collated and given to the exam officer

**Exam time:**

- Candidates with access needs do not receive appropriate support during their examinations

#### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE:

*Examination Officer to be given extra time/support to cover the administration of the access arrangements including producing the grid and applying for access arrangements.*

*An alternative Designated Assessor to be found as an interim measure, to complete outstanding assessments.*

#### 4. EXAM ROOMS – LACK OF APPROPRIATE ROOMS OR MAIN VENUES UNAVAILABLE AT SHORT NOTICE

- Not enough seating available for all the students
- Insufficient rooms available to meet needs of all students on the day
- Main examination venues unavailable on the day because of emergency

#### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE:

*Examinations Officer will check capacity against numbers at least 3 months before date of examination cycle. He will liaise with the Serbian Centre to ensure that the hall and additional required rooms are booked in advance.*

*Rooms which are needed for exams at CH College to be designated and timetabled 6 weeks before the examination cycle.*

*A contingency plan will be drawn up in cooperation with the Serbian Centre to provide accommodation in the event of an emergency (use of alternative rooms upstairs/use of church building).*

#### 5. FAILURE OF IT SYSTEMS

#### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE

*All exam entries will be processed well in advance of the deadline to avoid this issue: a cut -off date for applying for Access Arrangements will be implemented.*

*Any further issues should be resolved through telephone contact.*

#### 6. CENTRE UNABLE TO OPEN/CANDIDATES UNABLE TO TAKE EXAMINATIONS BECAUSE OF A CRISIS

#### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE

***Exam officer to clarify situation and contact relevant awarding organisations.***

*A designated person to contact as many students as possible before they arrive.*

*A member of the Senior Management/Principal to be available to talk to students and reassure them.*

## 7. EXAM PAPERS NOT ARRIVED IN TIME/STUDENTS ISSUED WITH WRONG PAPERS

- Candidates are unable to sit exam due to wrong paper being delivered
- Examination papers not delivered to College on time.

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE:

*Exam Officer will check all exam papers and will alert Awarding Bodies of any discrepancies*

*If it happens on day of the exam, the Exams Officer will contact the Exam Boards immediately to access electronically the relevant papers via a secure external network*

*Alternatively Awarding Bodies to fax the papers to the Exam Officer*

*The Examinations Officer will ensure that these copies are received and stored under secure conditions.*

## 8. DISRUPTION TO THE TRANSPORTATION OF COMPLETED EXAMINATION SCRIPTS

Delay in normal collection arrangements for completed examination scripts

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE:

*Centre will ensure secure storage of completed papers until they can be dispatched/collected.*

*Examinations Officer to inform Awarding Body of the problem and the way the papers are being secured.*

## 9. CENTRE UNABLE TO DISTRIBUTE RESULTS AS NORMAL

College is unable to access or manage the distribution of results to candidates, nor to facilitate post results services

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE:

- *Exam Officer will notify Awarding Bodies*
- *College to make arrangements to ensure that students receive their results as quickly as possible, as per advice from Awarding Bodies.*

## 10. DISRUPTION OF TEACHING TIME IN THE WEEKS BEFORE AN EXAM

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE

- *If Campbell Harris College is closed or 1:1 teaching is suspended during the months prior to examinations, alternative plans may be discussed and implemented for the students affected.*
- *When possible on-line teaching will be implemented.*

## 11. ASSESSMENT EVIDENCE IS NOT AVAILABLE TO BE MARKED\*

This would occur where large scale damage occurred before the scripts could be marked (flood/fire etc), or when the evidence is lost in transit to the awarding organisations

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE

- *awarding organisations to generate candidate marks based on other appropriate evidence*
- *where the above is not possible the candidates will be required to retake the affected assessment in a subsequent assessment series*

## 12. MARKERS ARE UNABLE TO MARK EXAMINATION PAPERS ACCORDING TO MARKING SCHEDULES\*

This may be due to illness or other significant event

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE

- *scripts to be reallocated to available markers possibly in other centres.*

## 13. CYBER-ATTACK ON COLLEGE SYSTEM\*

### PROPOSED ACTION BY CAMPBELL HARRIS COLLEGE

- *In the event of a cyber-attack being recognised the College Principal or The Exam Officer will alert all staff members*
- *They will report the attack to the NCSC: <https://report.ncsm.gov.uk/>*
- *Contact the local law enforcement and Action Fraud: <https://www.actionfraud.police.uk/>*
- *Inform the DfE by emailing: [sector.securityenquiries@education.gov.uk](mailto:sector.securityenquiries@education.gov.uk)*
- *Steve Hicks/Exams officer to secure the storage of information of IT system compromised*
- *Subsequently recover any lost information from backups*