



Le Rocquier School

Contingency plan

DATE CREATED: 23rd March 2016

REVIEWED: April 2022

NEXT REVIEW DATE: April 2023

LEAD PERSON: Exams Officer

Le Rocquier School Contingency planning

This Contingency Plan has been written to ensure to comply with JCQ regulations and to ensure a consistent and effective response in the event of the absence of the Exams Officer.

General

- The Exams Officer maintains procedures on tasks that need to be done, which is kept in the Exams Office on the Exams Officers desk. This can be access by the Deputy Exams Officer at any time.
- The Deputy Exams Officer has access to the relevant SIMS manuals that might be required at any time throughout the year and has received training from SIMS trainer in the exams process.
- The Deputy Exams Officer has the full support of the Deputy Head i/c Exams at all times.
- The Exams Officer records all important decisions and makes the Deputy Exams Officer aware of these throughout the year.

Making Entries

- The Exams officer provides Deputy Exams Officer and Assistant Head i/c Exams with procedures for making entries and the deadlines for doing so.
- The Deputy Exams Officer and the Assistant Head i/c Exams has/can gain access to the SIMS Exams Organiser software in order to make entries.
- Subject leaders will be asked to check entries/registrations and will be advised in good time of entry deadlines.

Coursework

- Where applicable the subject leader is aware of the deadline and the data that has to be submitted.
- The Deputy Exams Officer /Assistant Head (Exams) will submit coursework marks and check that coursework samples are sent by subject leaders by the required dates.

Exam Preparation

- Seating - The Deputy Exams Officer / Assistant Head is aware of procedures for allocating candidates to exam rooms and seats.
- Timetables – The Exams Assistant (Office)/ Deputy Exams Officer is able to produce individual candidate timetables and distribute these to candidates.

- Invigilators – The Exams Officer normally takes charge of booking invigilators – the Deputy Exams Officer / Assistant Head (Exams) is able to do this if the Exams Officer is absent.
- Exam paper delivery – Deputy Exams Officer / Assistant Head (Exams) will secure deliveries.
 - The Exams Assistant (Office) has access to the keys to the secure exam paper storage.
 - The Exams Assistant (Office)/ Assistant Head (Exams) is aware of the regulations relating the exam paper storage.
 - The Deputy Exams Officer will check off all exam papers when they are delivered.
 - The reception office staff and site staff are aware of the need to secure the exam paper delivery as a matter of urgency.

Exam period

Both the Examinations Officer and Exams Assistant have access to the keys to the exam storage room. In case of absence the Examinations Officer will inform the Exams Assistant (or vice versa) in good time so that the smooth running of examinations can be ensured. The school can be contacted by the absent staff and school holds details of contact details for all staff. In the event of both the Examinations Officer and Examinations Administrator being absent The Deputy Head i/c Exams has access to a set of keys. If absence is pre-planned then it is the responsibility of the Examinations Officer and/or Examinations Assistant to ensure that the absence has been planned for.

Getting Exam papers to the right exam room

- Exam papers are set out in the Exams storage cupboard on the ground floor in a secure unit in date order so that the following day's exam papers are always easily found.
- The papers for later weeks are in labelled boxes in the secure unit – with the date, time and number written on each box. Procedures for unpacking exams papers are in the exams office. New deliveries need to be unpacked and checked the correct number have been delivered and put in labelled boxes, labels found pinned on notice board in the exams store room. Deputy Exams Officer / Assistant Head (Exams) to contact exam boards if there are any issues.
- There is an exams timetable in the strong room detailing which exam takes place in which venue with numbers of candidates and details of invigilators for each exam. There is also the access arrangements spreadsheet on the board in the store room with details of rooms, staff, arrangements and modified papers required. The SENCO and TAs also have a copy of this spreadsheet. There is also an exams timetable in the Exams Office and on the Exams noticeboard and on the staff shared area.

- Exam packets may need to be opened and re-packed if an exam is taking place in more than one room. This will be shown on the exams list on the wall of the strong room. This must be witnessed by a 2nd person to check that the correct envelope is being opened, only 60minutes before published start time. The papers must be split in the secure room and put in sealed envelopes to transport around the building to the satellite rooms. All papers must be ready to go to allocated rooms by 8.30/12.30 at the latest.

Invigilators

- Invigilators are given their timetables before Easter break and will all know where to go. Invigilators' hours are organised by the Exams Officer, but the Deputy Exams Officer / Assistant Head (Exams) can cover this role is required as they are able to access email address/telephone numbers of invigilators used by Le Rocquier School.

Attendance registers and seating plans

- Exam registers can be reprinted from Exams section of SIMS, procedures for this can be found in the exams office and the Deputy Exams Officer has received training for this. Seating plans are completed in the exam hall. Blank forms are in a yellow folder on the exams trolley. Attendance registers are placed in the labelled boxes with exam paper packets as they are received. This is detailed in the procedures. The exam board's attendance registers must be completed and instructions on how to complete them are detailed on the actual registers.

Script despatch

- Scripts must be packed in the envelopes and labelled with those provided by the exam boards. Labels are either posted to the centre or emailed to the Exams Officer for printing. These are found in exams storage room in filing cabinet. The attendance register needs to be sent with the papers, the board's detail which sections are to be sent and which is to be kept with the seating plan by the centre. A certificate of posting must be completed and taken with the packets of exam papers to the post office by Le Rocquier staff. Depending on weight (2kg or over) a parcel label may be needed. If the papers cannot be prepared for posting and taken to the Post Office before 5:30pm then all packets need to be locked up in the exams strong room in the secure cabinet.

Results

- The Deputy Exams Officer / Assistant Head (Exams) is aware of procedures for downloading results data. These procedures are detailed in the procedures file in the exams office.
- The Deputy Exams Officer / Assistant Head (Exams) can produce statements of results for candidates. Procedures are in the exams office.
- The Assistant Head (Exams), Deputy Head and Heads of Departments are aware of the post result service procedure and policy. Costs can be accessed from the exam board's websites if the Exams Officer has not printed them.
- The Assistant Head i/c Exams will be available on results day. The Deputy Exams Officer and other SLT members are available on results day also.

Bad weather

If there are timetabled examinations scheduled on a day when the Head teacher decides that the school should be closed to staff and students, the "School Open: GCSE Examination Contingency Plan" position will be adopted. The school has a team of staff (Exams officer and SLT) who, should conditions allow, are able to come to school to ensure that timetabled exams may go ahead. In such an eventuality, the school as an examination centre will only open to candidates sitting timetabled GCSE examinations. In order that the school can ensure the correct administration of exams, the contingency team has to include the Exams officer or a suitably trained member of leadership team (Deputy Exams Officer and Assistant Head (Exams)). If these members of staff are not able to get into school the scheduled exam(s) will not run. In line with JCQ (Joint Council for Qualifications) guidance, the school will endeavour to be open and, where conditions allow, timetabled examinations will go ahead. Advice and recommendations from the JCQ state:

"Wherever possible, the examinations should be conducted according to the centre's published examination timetable" and "it is important to note that rescheduling the examinations is not an option due to the consequences that it would have across the system"

In the event that weather is adverse and the school is closed on a day of a scheduled public examination the Head Teacher will assess the possibility of key staff being able to attend. If they are confident that key staff are able to be in attendance and that the exam will run. The school website will be updated to show timetabled examinations are still going ahead and advising of any revised start times. Students will be contacted where possible. Start times may be delayed for morning exams by 1 hour. All candidates are expected to make the effort to come in and sit their examination. The decisions regarding travelling to school for an exam rest with individual families taking consideration of the weather and road conditions locally to

them. If a candidate is unable to get into school on an exam day as a result of inclement weather, it is imperative that families contact the school as soon as possible to explain that this has occurred. If the head teacher were to take a decision that the school has to shut, as it is unsafe to open, we would notify the exam board that we had been unable to run the exams that were scheduled for that day.

Issues with the site.

The Le Rocquier School site is made up of main school and sports hall. It is over three floors so where possible exams can be moved from the hall main to another part of the school.

In extreme cases where the site cannot be used then the exam boards will be notified and advised of alternative location as soon as possible. Near to Le Rocquier School site we have St.Clements Primary School with a school hall and also the Parish Hall with a large hall, tables and chairs. These can be used in extreme cases. JCQ will be informed of an alternate site is used via the online form available.

Emergency Evacuation.

Fire evacuation procedures must be followed. These are detailed in the exam room, in the procedures folder and are covered in detail in the invigilator annual training sessions.

The Exams Officer must closely liaise with the exam boards where emergency evacuation has taken place and complete a full report to be sent to the boards in line with their requirements.

The exam boards policies and procedures can be accessed online at any time.