
HOLYROOD
ACADEMY



POLICY

Examination Policy and Procedure

(including Exam Contingency Plan
(appendix D))

Updated: September 2021

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The purpose of this examination policy is:

- to ensure the planning and management of all examinations within the centre (GCE, GCSE, BTECs ,ASDAN, Nationals, BCS, the Chartered Institute for IT- ECDL) is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

This policy should be read in conjunction with Controlled Assessment Policy and also the Exam Contingency Plan Policy

This policy will be reviewed every two years.

This policy will be reviewed by the senior leadership team.

1. Examination responsibilities

Head of Centre / Headteacher

Overall responsibility for the Academy as an examination centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Review letters regarding examination re-takes
- Consider any special considerations regarding waiver of examination re-take fees

Examinations officer

With the support of the Data Team Leader who oversees exam administration, acts with the Head of Centre's authority and manages the administration of public examinations and analysis of examination results

- advises the Headteacher, SLT, subject and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various examination boards
- oversees the production and distribution to staff, parents/carers and candidates of an annual calendar for all examinations.
- communicates regularly with staff concerning imminent deadlines and events

- ensures that candidates and their parents/carers are informed of those aspects of the examination timetable that will affect them
- consults with teaching staff to ensure that necessary controlled assessments are completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- Requests subject information at the start of the Autumn term, along with information regarding BTEC registrations and National entries and submits data to Exam Board.
- Monitors new students joining BTEC/National programme and register/enter as necessary
- Requests entry information for all examinations from Curriculum Team Leaders and teaching staff to ensure that data is received by the examinations officer in order to meet examination board entry deadlines
- receives, checks and stores securely all examination papers and completed scripts
- assists SENCO with access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages examination timetable clashes
- accounts for income and expenditures relating to all examination costs/charges
- provides the Headteacher with details of candidates that have not paid retake fees by deadlines set
- organising the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations, and line manages them
- prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' controlled assessment/coursework marks, tracks despatch and distributes returned coursework/controlled assessments to subject areas and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their examinations.
- For BTECs and OCR nationals check examination certificates to ensure correct level of qualification awarded

Subject Team Leaders

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Ensures accurate completion of controlled assessment/coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer.

Teaching Staff

- Completes examination entry request information in a timely manner and returns to the examinations officer within specified deadlines
- Advise the examinations officer in writing of any changes to original entry , ie tier entries / special considerations / withdrawn from course
- For teachers of OCR national courses unit result is entered online
- On receipt of results, discuss with students and consider if retakes necessary/appropriate. If retakes are required, then letter to be sent to parents advising of retake cost and deadline for payment (See Section5) Headteacher to approve letter prior to sending. Copy of letter and list of students to be sent to the examinations officer
- Advise examinations officer of any new students joining BTEC/National courses after official start of the course
- Conduct controlled assessments as specified by Controlled Assessment Policy

Lead Internal Verifier (BTECs)

- Ensure that there is an assessment and verification plan for the programmes in their subject which is fit for purpose and meets Edexcel's requirements
- Sign off the plan and check that it is being followed at suitable points
- Undertake some internal verification and/or assessment for individual units within at least one of the programmes
- Ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary. Plan to set aside examples of work that has been verified to different levels and grades
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
- Liaise with examination officer regarding the submission of unit marks and overall subject grade

Special Educational Needs Co-ordinator (SENCO)

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements and notifying the exams office in good time so that they can put exam day arrangements in place.
- Processing any necessary applications in order to gain approval(if required)
- Advises on the provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages— to help candidates achieve their course aims.
- Liaises with the examinations officer to ensure access information held is accurate and up-to-date

Invigilators

- Assist the exams officer to run the exams efficiently, according to JCQ regulations
- Collection of examination papers and other material from the examinations officer before the start of the examination.
- Prepare the examination room prior to students arrival
- Supervise the students during the examination and carry out the necessary administrative tasks ie attendance register
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations officer.
- Act as scribes and readers during external examinations

Candidates

- Check entry information provided by the examinations officer and advise class teacher if any concerns.
- Arrive for examinations 10 minutes before the published start time and fully prepared with necessary equipment/materials
- Understanding controlled assessment/coursework regulations and signing a declaration that authenticates the controlled assessment/coursework as their own.
- Ensure they conduct themselves in all exams in accordance to the JCQ regulations

Receptionist

- Posting of examination papers.
- Telephone parents/carers on request by the examinations officer when candidates are absent and centre not been notified

Site Staff

- Responsible for setting up the examinations room.

IT Technicians

- Assist with computer based examinations

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are GCSE, A levels, BTECs, OCR Nationals and other vocational qualifications

Curriculum and qualifications are regularly reviewed by the Senior Leadership Team, in response to local and national requirements

3. Examination seasons and timetables

Examination seasons

External examinations are scheduled in

- Summer series
- November series for Maths and English GCSE retakes

Which examination series is used in the centre is decided by the Headteacher.

Internal exams are held under external exam conditions

The centre does not offer assessments on an on-demand basis.

Timetables

The examinations officer will publish examination timetables for external examinations once these are confirmed. Timetables will be posted on the Academy website as soon as available

The Deputy Head – Teaching and Learning is responsible for all internal examinations

4. Registrations, Entries, entry details, late entries and retakes

Registrations (Edexcel BTEC/OCR Nationals)

Edexcel BTEC / OCR Nationals courses commence, and registration made in September of Year 10

Exams office will send out a class list at the start of the Autumn term to confirm candidate registration details prior to registering the students

The Examination officer will send out a list of candidates registered at the start of the following Spring term to ensure that candidate list still accurate and will withdraw any candidates by the 31st January deadline in order to get refund of registration fee

Entries

Candidates are identified for examination entry by the subject staff.

A candidate or parent/carer can discuss with the subject teacher a subject entry, change of level or withdrawal.

The examination officer will only accept exam entry information from subject teachers/Curriculum Team Leaders in writing

the centre will consider private entries on request.

Late entries

Entry deadlines are circulated by the exams office to Curriculum Team Leaders/subject teacher via written entry request form and followed up by e-mail.

Retakes

Retake decisions at GCSE, AS and A2 will be made in consultation with the candidates and the subject teachers.

(See also section 5: Exam fees)

5. Exam fees

All first time entry exam fees are paid by the centre, in respect of exams studied as part of a students agreed curriculum.

Late entry or amendment fees are paid by the departments, unless exceptional circumstances agreed by Examination Officer.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations provided these are made within the deadlines set by the examination officer.

The Academy reserves the right to seek reimbursement from candidates who fail to sit an examination or fails to meet the necessary coursework requirements. The decision will be made by the Headteacher

The examination charges policy will be communicated via the website to candidates and parents/carers.

Retake charges for first and any subsequent retakes are paid by the candidates. (See also section 4.3: Retakes). Request will be made in writing to parents by the subject area

Candidates must pay the charge for a result enquiry, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also section 11.2: Enquiries about results [EARs])

6. The Disability Discrimination Act (DDA), special needs and access arrangements

DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the SENCO

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam via the electronic Student Services Handbook on the 'O' drive.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and the exams office.

Rooming for access arrangement candidates will be arranged by the exams office with the assistance of the SENCO

Invigilation and support for access arrangement candidates will be organised by the exams office.

7. Estimated grades

Estimated grades

The heads of subject will submit estimated grades to the examination officer when required.

8. Managing invigilators and exam days

Managing invigilators

External invigilators will be used for external examination supervision and/or where an examination does not take place in a classroom.

The recruitment of invigilators is the responsibility of the examination office.

Securing the necessary DSM clearance for new invigilators is the responsibility of the examination officer.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the examination officer.

Invigilators' rates of pay are set by the Headteacher.

Examination days

The examination officer will book all examination rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for preparing the allocated rooms.

The allocated lead invigilator for the exam will start all examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room. Examination papers must not be removed from the examination room.

In practical examinations, invigilators are employed where the exams are taking place outside of normal lesson time. Subject teachers/technicians will be on hand in case of any technical difficulties but must adhere to the [JCQ guidelines](#)

Papers will be distributed by the examination officer to subject areas 24 hours after the examination has finished.

9. Candidates, clash candidates and special consideration

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The examinations officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash candidates

The examinations officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor / self-certificate form (see Appendix A).

The examinations office will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

10. Controlled Assessment/Coursework and appeals against internal assessments

Please note that the Centre takes the correct completion of non-examination assessments very seriously and has carried out a risk assessment for this area which can be found at Appendix C

Controlled Assessment/Coursework

Candidates who have to prepare controlled assessment/coursework should do so by the end of the course or centre-defined dates.

Curriculum Team Leaders/heads of subject will ensure all controlled assessment/coursework is ready for despatch at the correct time and the examinations officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the examinations officer by subject teachers.

The centre is obliged to publish a separate procedure on this subject, which is available from the Academy website or [here](#)

The main points are:

- an appeal will only be entertained if it applies to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of centre's findings will be notified in writing, copied to the exams office and recorded for awarding body inspection.

11. Malpractice and Maladministration

Student Malpractice

The Head of Centre will:

- Report to the appropriate awarding body ie AQA, OCR, Edexcel or BCS immediately all suspicions or actual incidents of malpractice
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form, investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body, this initial investigation should take place within 5 days.
- If an irregularity is identified after the candidate has signed the declaration of authentication, the Headteacher will submit full details of the case to the relevant awarding body at the earliest opportunity, but definitely within 10 days
- Supervise all investigations resulting from an allegation of malpractice
- Ensure that where an investigation has been delegated to a member of staff, the member of staff chosen is independent to the subject involved
- Respond speedily and openly to all requests for an investigation into an allegation of any malpractice

Staff Maladministration

Maladministration is essentially any activity or practice, which results in non-compliance with the examination body administrative regulations and requirements.

- The Academy will carry out an initial investigation where it is suspected or a case of actual maladministration has taken place. The investigation should be carried out within 2 days of initial notification.
- If after the initial investigation it is felt that maladministration is suspected then the awarding body must be notified immediately.

- Where malpractice is established the disciplinary policy of the Academy will be enforced and the Awarding Body notified accordingly

12. Results, enquiries about results (EARs) and access to scripts (ATS)

Results

Candidates receive individual results slips in person on results days arranged by the centre.

Arrangements for the academy to be open on results days are made by the examinations officer in consultation with the Headteacher. The provision of staff on results days is the responsibility of the examinations officer.

The centre aggregates at the end of year 12 for AS grades.

Enquiries about Results (EARs)

EARs may be requested in writing by centre staff if there are reasonable grounds for believing there has been an error in marking. This must be made within the timescales laid down by the Awarding Body concerned

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.
(See section 5: Exam fees)

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within the exam board deadlines.

If a result is queried, the exams office, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once the original script has been returned.

13. Certificates

Certificates are collected by students in person.

Certificates may not be collected on behalf of a candidate by a third party.

Certificates may be withheld from candidates who owe fees until the fee is paid in full.

Any uncollected certificates will be sent out by recorded delivery

Any certificates returned will be retained by the Academy for 12 months and then destroyed

A transcript of results may be issued if a candidate agrees to pay the admin cost incurred.

.....
Head of Centre



.....
Date 20/09/2021

.....
Examinations officer



.....
20/09/2021

Appendix A

Self-Certification for candidates who have missed an examination

Please read the notes before completing this form

| | | | |
|-------------------------|----------------------|----------------------------|----------------------|
| Awarding Body | <input type="text"/> | Examination series | <input type="text"/> |
| Centre No | <input type="text"/> | Centre name | <input type="text"/> |
| Candidate No | <input type="text"/> | Candidate name | <input type="text"/> |
| Subject entry | <input type="text"/> | Subject name | <input type="text"/> |
| Component number | <input type="text"/> | Date of examination | <input type="text"/> |

Part A: The centre should complete Part A of this form

Please circle Yes or No beside the following statements

- The centre sent the candidate home ill **Yes / No**
(*if the answer is yes, this form is not required by the awarding body/ies)
- The parent/guardian/carers telephoned the centre to say the candidate was ill **Yes / No**
- The centre is aware of medical circumstances which might cause absence **Yes / No**
(*if the answer is yes, this form is not required by the awarding body/ies)
- The candidate has missed an examination in a terminal series **Yes / No**

Head of centre/Exams officer

Date

Name (Please print)

Signature

Part B: The doctor/nurse or surgery receptionist should complete Part B where appropriate

Please circle Yes or No beside the following statements

The patient was seen in the surgery at reception **Yes / No**

The patient was seen by the nurse **Yes / No**

The patient was seen by a doctor **Yes / No**

The patient did not attend the surgery but the doctor/nurse spoke to the parent/
guardian/carer on the telephone **Yes / No**

The patient was thought to be unfit to sit examinations **Yes / No**

Any other relevant information

Signed by member of surgery staff

Date _____

Name (Please print)

Signature

Practice Stamp:

Part C: The parent/guardian/carer should complete Part C

Please circle Yes or No beside the following statements

I telephoned the school/college on the day of the examination to say that my son/daughter/ward was too ill to take an examination **Yes / No**

I telephoned the surgery to let them know the symptoms and receive advice **Yes / No**

The symptoms were: _____

Declaration by parent/guardian/carer

I understand that it is fraudulent to claim that a candidate is ill when he or she is fit to attend for a scheduled examination.

I understand that the results can be withdrawn and the candidate disqualified if fraudulent claims are made.

Signed by parent/guardian/carer

Date _____

Name (Please print)

Signature _____

Part D: The candidate should sign Part D

Declaration by candidate

I felt too ill to attend my examination.

I understand that my results can be withdrawn or I can be disqualified if I claim to be ill when I am not ill.

Signed by candidate

Date _____

Name (Please print)

Signature _____

Notes on the Use of the Self-Certification Form

This is not a special consideration form. This form is NOT required in the following circumstances:

- the candidate has missed a module/unit test and can re-enter at a later date;
- the candidate was sent home ill by the centre;
- the candidate was seen to be falling ill in the centre the day before the absence;
- the centre knows of long-term medical circumstances which can lead to sudden absence;
- the candidate has a prescription or label from medication showing the date when the medicine was prescribed and the name and address of the candidate.

Where the centre can verify the circumstances, they should be stated on the special consideration form (JCQ/SC – Form 10).

This self-certification form should be used only in the following circumstances:

- the candidate has missed a terminal examination or a module/unit which cannot be re-entered;
- the centre has no reason to suspect that this may be a fraudulent claim;
- the candidate has been attending other examinations so far without problems.

Procedure

The form should be kept in the centre and Part A completed only where medical evidence is required and when the parent/guardian/carer telephones the centre and the surgery to say what has taken place.

The candidate/parent/guardian/carer takes the form to the surgery for Part B to be completed.

The parent/guardian/carer completes Part C and the candidate completes part D.

This form does not replace the special consideration form. It should be attached to the special consideration form (JCQ/SC – Form 10) relating to a missed examination in a terminal series.

Appendix B

Quality Assurance Statement

Holyrood Academy is committed to Quality Assurance and believes it is an integral part of exam and assessment processes.

The focus is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.

The provision is regularly monitored and reviewed by the Senior Leadership Team.

An Internal Verification process is in place within departments to ensure that consistent testing and assessment standards are maintained by cross-marking.

Internal Verification is carried out on an on-going basis.

All invigilators undertake annual refresher training/information update

All new invigilators will be observed during the first six months and annually thereafter to ensure assessment regulations are being followed. For BCS re ECDL this observation must be carried out on their first test submission.

Existing invigilator will be observed conducting an assessment at least once a year.

Internal Verification is recorded on Learner work and records and on central recording systems.

Information from the awarding body is disseminated to all members of staff involved in assessing.

The organisation's policy for Equal Opportunities is followed and monitored.

Appendix C

Risk assessment of non-examination assessments

| Risk/Issue | Forward Planning | Action | Responsibility |
|--|--|--|------------------------------|
| Timetabling | | | |
| Assessment schedule clashes with other activities | Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning | Plan dates in consultation with school calendar – negotiate with other parties | HoD & Deputy Head – Academic |
| Too many assessments close together across subjects or lines of learning | Plan assessments so they are spaced over the duration of the course | Space assessments to at least allow candidates some time between assessments | HoD & Deputy Head – Academic |
| Accommodation | | | |
| Insufficient space in classrooms for candidates | Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment | Use more than one classroom, larger space ie hall or multiple sittings where necessary | Teacher /HoD |
| Insufficient facilities for all candidates | Careful planning ahead and booking of rooms / centre facilities | | Teacher/ HoD |
| Downloading awarding body set tasks | | | |
| IT system unavailable on day of assessment | Download tasks well ahead of scheduled assessment date in all cases | Book IT equipment well ahead and download tasks before scheduled date of assessment | Teacher/ HoD/IT Department |
| Teaching staff/assessors unable to access task details | Test secure access rights ahead of schedule every year and every session | Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time | Exams Office |
| Loss of task details in transmission | Download tasks well ahead of scheduled assessment date | Report loss to awarding body for replacement; download again | Exams Office |
| Absent Candidates | | | |
| Candidates absent for all or part of assessment (various reasons) | Plan alternative session(s) for candidates | | Teacher/ HoD |

| | | | |
|--|---|--|--------------|
| Candidates have a scheduling clash for exams or assessment | Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes | Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. retakes of controlled assessment are limited | Teacher/ HoD |
| Control Levels for Task Taking | | | |
| Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration) | Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required | Seek guidance from the awarding body via the specification information | Teacher/HoD |
| Supervision | | | |
| Student study diary/plan not provided or completed | Ensure teaching staff are aware of the need for study diary/plans to be completed early in course | Ensure candidates start, continue and complete study diary/plans that are signed after every session | Teacher |
| Teaching staff do not understand supervision of controlled assessment is their responsibility | Ensure teaching staff understand nature of controlled assessments and their role in supervision | | HoD |
| Task Setting | | | |
| Teaching staff fail to correctly set tasks | Ensure teaching staff understand the task setting arrangements as defined in the awarding body specification | Seek guidance from the awarding body | HoD |
| Assessments have not been moderated as required in the awarding body specification | Check specification and plan required moderation appropriately | Seek guidance from the awarding body | HoD |
| Security of Materials | | | |
| Assessment tasks not kept secure before assessment | Ensure teaching staff understand importance of task security | Request/obtain different assessment tasks | Teacher, HoD |
| Candidates' work not kept secure during or after assessment | Define appropriate level of security, in line with awarding body requirements, for each department as necessary | Take materials to secure storage | Teacher |
| Insufficient or insecure storage space | Look at provision for suitable storage early in the course | Find alternative spaces | Teacher/HoD |
| Deadlines | | | |

| | | | |
|--|--|--|-----------------------------|
| Deadlines not met by candidates | Ensure all candidates are briefed on deadlines/penalties for not meeting them | Mark what candidates have produced by deadline and seek guidance from awarding body on further action. | Teacher |
| Deadlines for marking and/or paperwork not met by teaching staff | Ensure teaching staff are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines | Seek guidance from awarding body | Teacher, HoD & Exams Office |
| Authentication | | | |
| Candidate fails to sign authentication form | Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in | Find candidate and ensure form is signed | Teacher |
| Teaching staff fail to complete authentication forms or leave before completing authentication | Ensure teaching staff understand importance of authentication forms and the requirement of a signature | Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season | Teacher, HoD & Exams Office |
| Test Marking | | | |
| Teaching staff interpret marking descriptions incorrectly | Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase. | Arrange for remarking. Consult awarding body specification for appropriate procedure | Teacher/HoD |
| Centre does not run standardisation activity as required by the awarding body | Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted. | Check with the awarding body whether a later standardisation event can be arranged. | Teacher/HoD/Deputy |

Appendix D

Exams Contingency Plan

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 Holyrood Academy. 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 "*Centers should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant center staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.*"

Causes of potential disruption to the exam process:

1. Data Team Leader with responsibility for exams administration having 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 dispatched 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:

- Business Manager with responsibility for exams to liaise with Head of Centre regarding support over entries.
- Business Manager with responsibility for exams to liaise with Head of Centre regarding support over pre- exam administration.
- Business Manager with responsibility for exams to liaise with Senior Invigilator regarding exam time issues and results.

2. SENDCo 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
- staff providing support to access arrangement candidates not allocated and trained

Exam time –

- access arrangement candidate support not arranged for exam rooms

Centre actions:

- Deputy SENDCO to liaise with Exams Office over SENDCO absence.

3. 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 exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments 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:

- Line Manager and Exams Officer to liaise with remaining teaching staff.

4. 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:

- Recruitment and training is done well in advance.
- Exams Officer and Senior Invigilator to cover absences or shortages, although Holyrood Academy's policy is not to work to the minimum ratio requirements.

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

Criteria for implementation of the plan

- Exams office unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an expected incident at exam time

Centre actions: In an emergency, rooms on the lower site could be used.

6. Failure of IT systems

Criteria for implementation of the plan

- System failure at final entry deadline
- System failure during exams preparation
- System failure at results release time

Centre actions:

- Exams Office and IT Manager to liaise with Examination Boards as to appropriate action.

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

Criteria for implementation of the plan

- Centre 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.

Centre actions:

- Headteacher, Governors, SLT to take the necessary action.

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

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

NB - In the event that the head of centre decides the center cannot be opened for scheduled examinations, 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.

Centre actions:

- Headteacher, Business Manager with responsibility for Exams to liaise with Head of Centre and to inform awarding bodies.
- Headteacher and Exams Office to explore alternative local venues.

9. Candidates unable to take examinations because of a crisis – center remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination center to take examinations as normal

Centre actions:

- Consideration would be given on an individual basis as to why they were unable to attend the examination center. Special consideration may be applied for.

10. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- Scripts remain securely stored in exams office or Exams Office staff transports them to the Post Office by collection by Parcelforce.

11. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large-scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

Exams Office to contact awarding bodies for advice.

12. Centre unable to distribute results as normal

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post- results services

Centre actions:

Exams Office to contact awarding bodies for advice.

information for this plan taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*