

TKS Examination emergency contingency plan

Written by / Updated by	RG	Date	January 2024
Approved by	Principal	Date	
Next Review Due	January 2027		

This action plan has been disseminated to:

Exams Officer: R Gray

Senior Management (Principal, Senior Administrator): L Weber, K Smith

Deputy Examinations Officer:

Introduction

This contingency plan describes the procedures that need to be implemented in order to maintain the required administration of examinations in the eventuality of two types of emergency that would otherwise threaten the ability to administer examinations: the absence of the examinations officer and the unavailability of the examination centre.

Preparations

1. Before the examination period commences, the Deputy Examinations Officer is briefed and supplied with the following information and access to the following:
 - a) Access as *Exam Officer* to Schoolbase, including server access (from within the centre) and online access (which allows remote access). This shows:
 - Exam entries
 - Exam timetable
 - Candidate number
 - b) Logon access to the Examination board's secure Examination Officer websites to process Special Consideration requests, download emergency labels, download modified papers or emergency examination materials.
 - c) Access to the key set to the examinations cupboard (in the key safe in the examinations office) and the spare key set (keys held securely in the administration office). This facility contains:
 - Secure cabinet containing examination papers, registers, labels
 - Examination stationery and other materials
 - Dispatch materials (envelopes etc)
 - Invigilator materials (ICA, emergency procedures etc)
 - Spare exam room notices
 - d) Invigilation timetable (also held in the administration office) and availability schedule of teachers.
 - e) Access to the secure cabinet containing SEN records, including Form 8s and applications for access arrangements for current candidates
2. Exam cupboard organisation
 - a) On receipt, exam papers, registers, envelopes and dispatch labels are organised into sections in the cabinet such that all the materials to administer each exam are contained in a single folder, one folder per exam.
 - b) Exam stationery and additional materials are kept in separate boxes for each exam board.

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- c) Invigilator materials (box with spare pens, rulers, tissues etc) and invigilator folders of instructions kept up to date and stocked.

Examinations Officer absent from centre

The Deputy Examinations Officer takes full examinations officer responsibilities. Given the above preparation, the examinations should process as normal without any need for contact with the Examinations Officer. However, contact with the Examinations Officer should be made, if possible, to talk through arrangements for the examinations that day.

A checklist for running an examination is as follows:

- ☐ Check the master exam timetable on Schoolbase, noting which examinations involving which candidates are scheduled.
- ☐ Check the invigilation timetable as to which invigilators to expect
- ☐ Set up the examinations room(s) with the appropriate number of desks and that candidate cards are places on desks in an appropriate arrangement (longer times at the front). Check that the room and surrounds have the required signage.
- ☐ Locate the appropriate papers, registers, dispatch labels in the exam cabinet
- ☐ Check with Y11 tutor that candidates are registered 30mins before the start of the exam. Brief Y11 tutor to locate any absentees within 30mins of the start time.
- ☐ Create a seating plan and place name/number labels on the exam desks
- ☐ Brief invigilator, particularly reminding any that are acting as reader/scribe for candidates with access arrangements
- ☐ Once invigilator is installed in the exam room, convey the exam papers to the room. The papers should be opened and the second pair of eyes form completed.
- ☐ Brief candidates in the holding area outside the examination room. Draw attention to the official notices. Take the register, or ensure the invigilator does.

At the end of the examination:

- ☐ Check that scripts are numbered and in order. Place scripts with the top copy of the register in the dispatch envelope and seal IN THE EXAMINATION ROOM. Ensure the correct dispatch label has been printed and put on the front of the envelope.
- ☐ Convey the script envelope immediately to the office, where it is locked securely. Ensure that the dispatch log is filled out correctly.
- ☐ Return unused secure materials, copy of the register and the seating plan to the secure cabinet.
- ☐ Return invigilator box, spare paper etc to the cupboard.

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Head of Centre or SENCO not available at key point in exam cycle

The office receives emails from the exam boards to avoid absences being a problem. Head of Centre admin will be forwarded to the Head of Secondary if the Head of Centre is absent.

The SENCO will provide the Exams Officer the login details for making access arrangements.

If the SENCO is absent at a time in the examination cycle when access arrangements need to be made, the Examinations Officer will be able to make the applications.

Examination Centre not accessible

The examination centre may become inaccessible and therefore not administer examinations for internal and external reasons.

a) Normal examination room unavailable

- The alternative main examination hall is Newland Hall in the Newland Building
- Check with the Head of Primary that the alternative arrangements for primary operations can be made in order to maintain the working environment of the examination room.

b) Centre unavailable for internal reasons (e.g. infrastructure problem such as flooding, gas leak, fire incident etc)

1. Make an informed assessment as to the most likely length of time that the centre will be closed.
2. If it is most likely that the centre will be opened within the same day then it might be possible to delay the start of the examination. If it is immediately apparent that the centre cannot open that day, then transfer of the examination to an alternative venue will need to be implemented.
3. Make an assessment as to the integrity of the examination papers and materials; this may need to be reported to the exam board.

Delayed Start

1. Contact the relevant examination board and JCQ and inform them of the delay.
2. Contact candidates (via the office) and ask them to come to the centre for the normal examination start time. However, if the start of the exam is still delayed when all the candidates have assembled, they will need to be kept under supervision to avoid communication with candidates at other centres. If the whole centre site (including the car park) is completely inaccessible, candidates may need to be relocated whilst under supervision, until the centre can be opened.
Relocation holding venue:
Holy Trinity Church, Wood Green, Witney, OX28 1DN
Contact: Charlotte Tremain, Deputy Warden: 07900 456299 / 01993 705442
St Mary's Parish Office: 01993 779492
3. Contact invigilators and inform them of the delay. However, invigilators may need to come in for the published start time in order to supervise candidates.

Transfer to an alternative venue

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Take account of the number of candidates sitting exams in the session. If very small, Holy Trinity Church could be used.

If a large (>3) number of candidates are sitting the session, the examination administrator to an alternative building owned by the charity:

The King's Centre
Osney Mead
Oxford OX2 0ES
Phone: 01865 297400

1. Contact the appropriate exam board(s) and JCQ to inform them of the change of venue.
2. Arrange emergency download of examination papers from the examination board via the secure website
3. Contact the King's Centre confirming the transfer of venue and requesting the following:
 - A room with examination furniture (the required number of desks, whiteboard/flipchart, signage)
 - A holding room for candidates
 - WiFi codes or computer access to download papers. Access to printing facilities to produce exam papers
4. Contact candidates, invigilators and other school staff informing them of the change and instructing them to proceed to The King's Centre with directions to the venue (the venue can be reached by regular S1 bus from Witney town centre. The bus stops at the end of Osney Mead)
5. Examinations Office proceed as quickly as possible to The King's Centre
6. Examinations Officer liaise with King's Centre Manager on arrival and oversee set up of facilities

Centre unavailable for external reasons

1. Make an assessment as to the most likely prognosis for the length of time for unavailability then follow the procedure for either delay or transfer to an alternative route.
2. If the blockage is in the access road or New Yatt Road, consider an alternative access route by foot to the centre for candidates and invigilators:
3. Enter the site via the public footpath outside the northern boundary of the school site, along the farm field. This path can be accessed from Eastfield Road or Hailey Road.

Cyber attack

If the school is subject to a cyber-attack and on-the-day material is needed from an exam board website, the Exams Officer or deputy will contact the Exams Officer at Wood Green School to arrange to go there and print out what is needed. The material will be transported back to TKS in a secured envelope and stored in the secure site until needed. The Exams Officer at WGS is L.Nutt@wgswitney.org.uk

Exam Board contacts:

AQA: 0800 197 7162

OCR: 01223 553998

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Edexcel: 0344 463 2535