

# Fullbrook Examination Policy 2018-19

Appendix 1: Exam Paper Security

Appendix 2: Fullbrook Contingency Plan

## Purpose

The purpose of this examinations policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best of interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff

Fullbrook is responsible for ensuring all students have the best possible chances of success in examinations and that students are not disadvantaged by organisational or curricular failures.

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

Fullbrook will follow Joint Council for Qualifications (JCQ) regulations or other relevant awarding body regulations throughout its public exams process.

- JCQ General Regulations for Approved Centres
- JCQ Access Arrangements and Reasonable Adjustments
- JCQ Instructions for Conducting Examinations (ICE)
- JCQ Instructions for Conducting Non-examination Assessments
- JCQ Suspected Malpractice in Examinations and Assessments

The Examinations Policy and all related documentation will be reviewed annually by the Senior Leadership Team (SLT) and the Examinations Officer.

## 1. Exam Responsibilities

### Head of Centre

- Retains overall responsibility for the school as an exam centre.
- Confirms on an annual basis adherence to the latest version of JCQ regulations. This confirmation is part of the National Centre Number Register (NCNR).
- Confirms on an annual basis that Btec Centre Engagement Document is accurate.
- Delegates responsibility to the Examinations Officer for the efficient and timely administration of the exam process.

### Examinations Officer

- Operates within JCQ regulations for public exams.
- Informs SLT and relevant staff of JCQ regulations and other examination information.

- Advises exam boards of new courses.
- Maintains systems and processes to support the timely submission of exam entries and withdrawals to exam boards.
- Enters candidates under names that can be legally verified and with valid Unique Learner Numbers (ULN).
- Ensures candidates are fully aware of JCQ regulations and the expectations of them during the exam process.
- Ensures JCQ Mobile Phone and Warning to Candidate posters are displayed in a prominent place for all candidates to see prior to entering the exam room.
- Advises Heads of Faculty to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Produces and distributes exam timetables.
- Identifies and manages exam timetable clashes.
- Produces and distributes seating plans.
- Applies for EAA modified papers.
- Applies for EAAs not governed by JCQ.
- Provides suitable Exam Access Arrangements (EAA), such as rooming and specialised equipment, for students identified by Special Education Needs Assessor (SENCO) or Special Consideration.
- Receives, checks, tracks and securely stores all exam papers, pre-release material and exam stationery. (Appendix 1: Exam paper security)
- Handles encrypted material on day of examination, maintaining security of electronic question paper throughout the downloading, printing and collating process.
- Securely stores completed scripts and organises their dispatch for marking.
- Manages external invigilators, including recruitment, training and monitoring to ensure responsible conduct during exams.
- Manages exams for Alternative Provision (AP) students.
- Makes emergency (usually broken hands or arms) EAA applications.
- Makes and tracks online applications for special considerations.
- Investigates and appropriately reports claims of suspected malpractice.
- Manages, in consultation with SLT and Heads of Faculty (HOF) any appeals, remark requests or malpractice claims.
- Organises dissemination of exam results and certificates to candidates.
- Ensures candidates/parents/guardians have a point of contact for all queries relating to exams.
- Accounts for income and expenditures relating to exam costs.

#### Head of Faculty (HOF)

- Inform Examinations Officer of current syllabus information e.g. syllabus codes and component numbers.
- Provide Examinations Officer with exam entry information before the appropriate deadlines.
- Check entry information provided by Examinations Officer and promptly report discrepancies and required changes.

- Inform Examinations Officer immediately of entry amendments or late entries.
- Ensure all students are given notification of non-timetabled/practical assessment dates and advise the Examinations Officer of these dates.
- Collate/submit to exam board copies of coursework marks as prepared by Heads of Department.
- Ensure necessary coursework/assessment documentation is completed and submitted on time via the Examinations Office and in accordance with JCQ guidelines.
- Inform Examinations Officer of any anomalies regarding coursework/assessment.
- Ensure safe storage of coursework on return from moderator.
- Are involved in post-results procedures.

#### Head of Learning (HOL), Tutors and Teachers

- Work with SENCO to establish 'normal way of working' for students who require Exam Access Arrangements (EAA), and provide supporting evidence from relevant subject area.
- Ensure EAAs are applied appropriately to coursework and controlled tasks.
- Provide any exam /coursework information required by the Head of Faculty
- Provide guidance to candidates regarding exam entries or amendments to entries.
- Prepare candidates for the exam, including their responsibilities during exam.
- Assist in getting candidates into exam room in the appropriate manner.
- Inform Examinations Officer of cases of special considerations as soon as possible.
- Securely keep returned coursework/controlled assessments under exam conditions to support applications for special considerations until enquiry about results (EAR) has passed.

#### Special Education Needs Assessor (SENCO)

- Complies with 2010 Disabilities Act and JCQ Regulations.
- Identifies candidates requiring Exam Access Arrangements and arranges appropriate testing to be carried out by the Centre's Specialist Assessor, during Year 9 or later.
- Specialist Assessor makes the applications for EAA by deadline dates.
- Informs Examinations Officer of required access arrangements, including exam adapted word processors (wp) where use of a wp is the student's normal way of working.
- Keeps detailed files ready for JCQ inspections.

#### Lead Invigilator/ External Invigilators

- Know and follow JCQ regulations for conducting examinations at all times.
- Attend regular training sessions.
- Understand the emergency evacuation procedure related to exams.
- Assist in transportation of exam material to/from Examinations Office before/after exam and lay out exam rooms.
- Open and distribute exam papers and other materials to candidates. 2 members of the exam staff must check the day, time, subject and component/tier before a question packet is opened.
- Ensure there is a working clock (2 in Sports Hall)
- Display date, centre numbers, exam name and length, start and finish (including extra time) details on whiteboard.
- Maintain a fully annotated Seating Plan.
- Know the whereabouts and nature of candidates with EAAs.

- Read erratum notices.
- Supervise candidates in a quiet unobtrusive manner, including those that need to leave exam room during exam.
- Respond to candidates' queries and refer as necessary to the Examinations Officer.
- Report any instances of suspected malpractice to the Examinations Officer.
- Collect exam papers in correct order at the end of the exam, complete Attendance registers and return exam materials to Examinations Office.
- Supervise clash candidates between exams.
- Dismiss candidates from exam room in the appropriate manner ensuring exam conditions are maintained.

### Candidates

- Check exam timetables to ensure their personal details and entries are correct, and inform the Examinations Officer of any changes required.
- Immediately refer any queries to teachers, tutors or the Examinations Officer.
- Understand coursework/assessment regulations, complete work by deadlines given and sign a declaration that authenticates the coursework/assessment as their own.
- Understand JCQ regulations and the expectations of them during the exam process.
- On the day of the exam, arrive at stipulated time, before the scheduled start time of exam.
- Inform school of any difficulties attending exams, such as unexpected late arrival on the exam day, absence or disadvantage on the exam day due to illness or personal misfortune.
- Bring all the required equipment to the exam.
- Ensure personal conduct in accordance with stated exam conditions.

## **2. Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at Fullbrook are decided by the Head of Centre and Senior Leaders. Decisions on which subjects and associated exams a candidate should take will be made in consultation with the candidate, parents/carers, SENCO, Subject Teachers, Heads of Department and Heads of Year.

The academic and vocational qualifications offered include:

- GCSE
- GCE AS/ A Levels
- BTEC (Edexcel)
- CiDA ( Edexcel Digital Applications)
- Cambridge Technicals
- VTCT (Hairdressing and Beauty)
- NCFE (Sport)
- Entry Level Awards/Certificates
- Functional Skills
- Extended Project Qualification (AQA)

### Students on Alternative Provision (AP)

Fullbrook will endeavour to enable students to be entered for as many qualifications as the student is able to sit. Alternative qualifications will be sourced where extended periods out of the education environment prohibit entry for public examinations.

Entry to public examinations is decided prior to the final exam board entry deadlines. Decisions on which examinations an AP student should be entered for are made in discussion between: the classroom teachers; HOF; the AP team and provider; the student; parent/ carer. Where the examinations will be sat and invigilator requirements will be decided at the same time.

Students receiving AP have the same opportunity to apply for Exam Access Arrangements (EAA) with the same requirements for testing and evidence of every day practice in lessons as full time students. Applications for EAA need to be submitted as early as possible to enable processing of requests to take place prior to the public examination period (May-July).

Students who cannot attend school for public examinations will be provided with an external invigilator to sit the examination off site. There will be a document identifying a further adult who must be present. This will be organised by the AP team and Examinations Officer.

### **3. Exam timetables**

External exams are scheduled in:

- September (Year 7 baseline tests)
- November (re-takes for GCSE Maths and English Language only; university entrance exams)
- January (Cambridge Technicals, Cida units, online Hair & Beauty)
- May/June (Summer exam series)
- Vocational online tests may be on demand.
- November, February & April (UKMT Maths Challenges)

The exam board publish which exams are available during each series. Head of Departments (HOD) will decide which exam series to enter candidates for and which academic tier students will take (Foundation/Higher). This information should be passed to the Examinations Officer before the appropriate deadline. Once final exam timetables are available from the exam board, the Examinations Officer will produce and distribute these.

Internal exams are scheduled in:

- Late Autumn term : Year 11 mock examinations
- Spring term: 13 mock examinations and Year 11 core mock examinations
- Summer term: Year 9 core subject tests; Year 10 , Year 13 into Year 13 entry for Year 12 examinations.

## **4. Entries, Late Entries and Private Entries**

### Entries

- Subject teachers and HODs will decide which candidates to enter for exams and, if relevant, at which tier. Details of this must be submitted to the Examinations Officer within the deadlines given.
- All school entries will be collated by the Examinations Office. Subject teachers and HODs will be required to check these entries by the given deadlines.
- Late entries incur penalty fees.

### Private Entries

Fullbrook accepts private entries from external candidates who are ex-Fullbrook students. An administration charge will be levied against the candidate in addition to the cost of each exam component.

## **5. Exam Fees**

Fullbrook will pay all normal exam fees on behalf of candidates. "Normal exam fees" are one GCSE or GCE entry per candidate per subject. Fullbrook will pay late entry or amendment fees resulting from changes requested by teaching staff.

Candidates may be liable for fees resulting from entries or changes to entries which are against the advice given by the Centre and result in additional fees or where Candidates have not met the appropriate deadlines.

Candidates will not be charged for withdrawals or amendments made by the proper procedures provided these are made within the time allowed by the awarding bodies.

The Centre will pay for the November resits in GCSE English and Maths.

## **6. The Equality Act (2010)**

Fullbrook complies with the 2010 Equalities Act. Observation from subject teachers and evidence from internal exams reinforces the diagnostic testing carried out by the Educational Psychologist.

Factors which might reasonably be expected to have a substantial adverse effect include:

- Persistent and significant difficulty in reading and understanding written material where this is in the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multi-sensory impairment;
- Persistent distractibility or difficulty concentrating;
- Difficulty understanding and following simple verbal instructions;
- Physical impairment-for example, difficulty operating a computer because of physical restrictions of using a keyboard.
- Visual impairment

### Access Arrangements

SENCO identifies candidates requiring Exam Access Arrangements and arranges appropriate testing by the Educational Psychologist.

The Specialist Assessor will:

- Conduct relevant testing to establish need.
- Ensure Data Protection notices are signed by students to permit sharing of personal information with exam boards.
- Collect and store supporting evidence of need and proof of regular way of working for access arrangements from teaching staff.
- Complete relevant documentation.
- Process applications with Access Arrangements Online, or if necessary, write applications to appropriate exam boards by exam board deadlines.
- Ensure EAA records are available for inspection by JCQ Centre inspectors.
- Inform the Examinations Officer of candidates who require modified papers and which modifications are required.
- Before the main exam series, have written agreement from students/parents for exam concessions that have been granted.

The Exams Officer is responsible for emergency EAAs needed for a physical disability.

### Special Considerations

Special Considerations can be submitted for:

- Candidates who are present for assessment but disadvantaged by illness or misfortune
- Candidates who are absent for a timetabled component/unit for acceptable reasons

The Examinations Officer is responsible for ensuring that applications for Special Consideration are made to the appropriate awarding body, as soon as it is known that this is required. All applications must be made by the deadline imposed by awarding bodies.

Candidates are responsible for informing the Centre of any factors preventing the candidate from attending an exam, any factors which may affect or may have affected the candidate's performance during an exam. Centre staff notified of such cases must inform the Examinations Officer immediately.

Medical evidence from a professional may be required to support an application for Special Consideration, if it is due to health needs, particularly if a candidate is absent for an exam. If a candidate is ill at the time of their exam, the Examinations Officer, where possible, will endeavour to provide access arrangements as appropriate.

### Suspected Malpractice in Examinations and Assessments (See Appendix 4)

This Centre will follow and adhere to the JCQ or other exam board Suspected Malpractice in Examinations and Assessments Policies and Procedures.

## 7. Managing Invigilators and Exam Days

### Managing Invigilators

- The Examinations Officer is responsible for recruiting new invigilators and ensuring that they complete and provide the necessary documents for a Disclosure & Barring Service (DBS) application. The associated fee is paid by the Centre
- All Invigilators will undertake regular training, including Safeguarding Children, which must be documented for JCQ inspection.
- Invigilators must work once every 3 months to maintain an active DBS with Fullbrook.

### Exam Days

- The Examinations Officer will source all venues suitable for exams.
- Candidates requiring access arrangements will be roomed accordingly to the guidelines as set out by JCQ
- The Examinations Officer will inform Premises team of venues required, dates and provide seating plans.
- Premises team is responsible for the setting up desks and chairs for exams.
- The Examinations Officer will make question papers, exam stationery and any other materials required available to the Invigilating team for distribution to candidates.
- The Examinations Officer will ensure there are sufficient trained invigilators to conform to JCQ regulations.
- Invigilators must sign the “Second Pair of Eyes” check before opening exam packets.
- Teaching staff may be present before start of the exam, but must leave before rubric is read. Teaching staff must not read exam papers nor remove exam papers from the exam venue.
- All staff involved in exams must sign a Conflict of Interest declaration.

The JCQ Centre Inspection Service and awarding body representatives may visit centres during exams to carry out permitted inspections. In doing so, they are authorised to enter the exam room and question Centre staff and Invigilators on exam arrangements.

## 8. Candidates and Candidates with Exam Clashes

### Candidates

- Candidates are expected to comply with the Centre’s rules regarding dress and behaviour
- This Centre follows JCQ guidelines regarding conduct during exams. Candidates who are disruptive may be subject to penalties or sanctions with the awarding bodies.
- Candidates are responsible for bringing any equipment required to complete the exam. The Centre will only supply exam board materials.
- Candidates are not permitted to have on them any unauthorised items such as, but not limited to, calculator case and instructions leaflets, mobile phones, Smart watches or MP3/4 players. Unauthorised items brought into the exam room must be handed in to an invigilator.
- Personal belongings remain the responsibility of candidates and the Centre accepts no liability for their loss or damage.



- Candidates are only permitted to leave exam room for genuine purposes and must be appropriately supervised. Candidates who leave the exam room are not permitted to have contact with anyone outside of the exam room or have access to any unauthorised items. Early unauthorised leave may constitute malpractice.
- The candidate is responsible for ensuring they know which exams they have been entered for and when the exam is scheduled.
- Candidates who arrive late for an exam will be handled in accordance with JCQ guidelines. Candidates will be allowed the full time for the exam. However, the awarding body has the right not to accept the script. In making their decision the awarding body will consider the extent to which the security of the exam can be guaranteed.
- Candidates who are absent from an exam due to illness will need to provide a Doctor's note/letter or complete JCQ Form.
- Private candidates must always sign in at Reception and be escorted whilst on the premises.

#### Candidates with Exam Clashes

The Examinations Officer is responsible for making arrangements for supervising candidates required to take an exam at a different time to other candidates. Candidates will be advised of the arrangements individually by the Examinations Office.

Where the length of clash exams (including extra time or permitted rest breaks) is 3 hours or less, exams take place in the timetabled session with a minimal supervised break between. Exams exceeding 3 hours may take place in a different session. The student remains under exam conditions at all times. . In exceptional circumstances, this may include overnight supervision arrangements.

## **9. Coursework, Controlled Assessment, Non Examination Assessment**

#### Coursework

- Candidates required to prepare coursework must do so by the deadline imposed by the subject teacher
- Heads of Department/Subject Leaders are responsible for ensuring coursework is completed according to exam board's instructions
- The Examinations Officer is responsible for forwarding to Heads of Faculty/Department any correspondence received from awarding bodies relating to coursework
- Heads of Department must ensure all coursework is dispatched on time and a record of posting obtained. A record must be kept of what is sent, when and by whom.
- Heads of Department must provide copies of marks for all internally assessed work to the Examinations Officer
- Cases of suspected malpractice will be investigated by Heads of Department/Subject Leaders/Examinations Manager in accordance with JCQ regulations. (See Appendix 5.)

#### Non -Examination Assessment

Non-examination assessment applies control over internal assessment at 3 points - task setting, task taking and task marking.

**(Review of Marking for Non-Examination Assessment Policy 2018-19)**

## Responsibilities

- Head of Centre, Examinations Officer and relevant teaching staff to be familiar with and adhere to JCQ Instructions for Conducting Non-Assessment Assessment.
- Subject leaders to obtain confidential tasks, and make arrangements for the security of non-examination assessment materials.
- Subject leaders to ensure they use the correct task for the year of submission.
- SENCO to test and apply for EAA.
- Subject leaders to supervise assessments using the correct Access Arrangements and at the specified level of control.
- Subject staff may supply general feedback and allow students to redraft work but may not supply model answers or answer frameworks.
- Subject staff to retain work securely between assessment sessions
- Students and subject staff to complete authentication forms on completion of the assessment.
- Subject staff to mark assessments using awarding body mark schemes. Annotation should be used to provide evidence to indicate how and why marks have been allocated.
- HOF to ensure appropriate standardisation occurs.
- Subject staff to enter marks on awarding body exam sites. Teachers must inform students of their marks but make it clear that the external moderation process may result in changes to marks. The date for this will allow sufficient time for an internal review of marking, if requested, prior to submission of marks to the examination board. **(Review of marking of centre marks for GCE and GCSE non-examined assessment policy 2018-9)**
- Subject staff to submit samples via the Exams Office and keep remaining work secure until the closing date for EAR3. The Centre adheres to the Non Examination Assessment policy where internal assessment is the only valid means of assessing essential knowledge/ skills that cannot be tested by timed written papers.

## **10. Malpractice in Exams** (separate policy)

## **11. Results, Summer Season Results, Post Results - Enquiries About Results (EAR) and Access to Scripts (ATS)**

### 11.1 Results

The Examinations Officer is responsible for:

- Informing candidates of the Centre's summer results days' procedure.
- Ensuring Centre receives results on scheduled day. There will be an early results embargo on all staff except for Head of Centre, Head of English and Maths and Head of F6.

- Reviewing results for completeness and preparing for distribution to appointed Centre staff and candidates.
- Investigating any issues relating to results.

Exam candidates will be invited to collect results in person from centre. Candidates unable to attend in person and who want to receive results via an alternative method must provide written authority to the Examinations Office to give the results to a third party or provide a stamped addressed envelope.

#### Enquiries about Results (EAR)

A number of EARs services are available. It is the responsibility of the Examinations Officer to inform Centre staff and candidates what services are available and their associated deadlines and cost.

- EAR 1 - clerical re-check- (it is unlikely this will be requested)
- EAR 2 - individual mark review
- EAR2P - priority remark for university admissions only
- EAR 3 - controlled assessment
- Centre staff or candidates may request GCSE EAR if there are reasonable grounds for believing there has been an error in marking.
- Before an individual EAR is submitted to the awarding body, the candidate must provide written authorisation to request the remark as grades can be affected. Candidates must accept the EAR outcome.
- The Examination Office aims to collect the permission signature at the same time as GCSE students collect their results.
- GCE Candidates seeking an EAR must give written approval and provide the full cost of the service to the Centre before the Centre can process the request with the relevant awarding body.
- Signatures are not required for a full cohort controlled assessment review of marking.
- Centre staff or candidates may request GCSE EAR if there are reasonable grounds for believing there has been an error in marking. Concerns should be discussed with the appropriate Centre staff.
- A request for EAR must be immediately passed to the Examinations Officer in accordance with the deadlines published by JCQ
- The result of an EAR is communicated by the awarding body to the Centre and the Centre will inform the candidate.
- All changes to results will be reflected on the various school systems.

#### Access to Scripts (ATS)

- Staff and candidates are able to request access to scripts – either online or a photocopy or an original. All requests require the student's written consent and must be made by the Examinations Office.
- The candidate will be liable for any charges for ATS if teaching staff do not have a need for the script to be returned.

- Centre staff may request scripts for teaching purposes. The candidate must provide written consent. Personal details must be removed before the script may be used. The cost for ATS for teaching and learning purposes will be passed to the requesting Faculty.
- Scripts which are subject to an EAR will not be sent to the Centre until after the enquiry is complete.
- Scripts, no longer required by the Centre, must be destroyed securely.
- If a candidate has requested the return of an original script a review of marking cannot be made.
- The Edexcel exam board provide access to scripts online to staff with permission to use Script Viewer. There is no charge for this service but the student must provide written consent for the script to be accessed or downloaded. All other clauses apply as above. The Examination Office aims to collect this permission signature at the same time as GCSE students collect their results.

## 12. Certificates

- For the summer series, certificates are dispatched by awarding bodies to arrive at the Centre by mid –November, for distribution from December.
- Students returning to Fullbrook will have their certificates given to them. A signature of receipt will be required. If they are not returning, students will be able to collect certificates from school by appointment after this time. Candidates will be asked for proof of identify before certificates will be released. Alternatively, candidates can nominate another individual to collect on their behalf, again proof of identify will be required. Requests should be communicated to the Examinations Office in advance. If students would like certificates posted, a charge of £5 will be made for these to be sent by recorded delivery.
- Certificates issued before the result of an EAR requiring re-issue, due to a change in grade, will be replaced without charge by awarding body. The original certificate will need to be returned to the Examinations Office for forwarding.
- Lost certificates will only be replaced if the candidate agrees to pay the cost incurred. It is the candidate’s responsibility to initiate replacement certificates directly with the exam boards. Where it is proven the Centre has mislaid a certificate, the Centre will be liable for the cost.
- The Examinations Office will provide a letter confirming exam boards and grades which is acceptable to employers and most further education establishments.
- The Centre must retain any uncollected certificates for 1 year after which they may be securely destroyed.

## 13. Emergency Planning

### Emergencies during the Exam

- In the event of an emergency during an exam requiring candidates to leave the exam room e.g. a fire alarm, candidates should follow the instructions of the invigilating team.
- Invigilators are responsible for leading candidates out of the building to the designated assembly point. In large venues all exam materials and personal belongings must be left in the exam room.

- The lead invigilator must take with them the exam register so it is known which students are present.
- Invigilators must supervise candidates as closely as possible to prevent any discussion about the exam.
- Candidates who fail to follow instructions of invigilators may not be allowed to complete the exam or may have subsequent work disregarded.
- Invigilators must record time of the incident and its duration. Candidates are allowed the full working time set for the exam
- When permitted back into the building invigilators are required to settle candidates as quickly as possible. Candidates must record on their scripts the point at which the interruption occurred.
- The Examinations Officer prepares a full report of incident and action taken. This is retained on file and will only be disposed of after all EAR are completed. Where applicable the Examinations Officer will apply for special consideration
- Where an exam cannot continue due to a major incident the Centre's Examinations Contingency Plan will be followed.

#### Major Incidents affecting Exams

In the event of an incident, whether limited to the Centre or not, e.g. a viral outbreak within the Centre or a pandemic outbreak, the Centre will follow guidance provided by the Department for Education (DfE) together with relevant JCQ and Centre Policies. The JCQ have a designed summer exam contingency day.

This policy will be reviewed annually. Date of next review July 2019.

### **Appendix 1: Exam Paper Security**

- At point of delivery, envelopes and parcels are signed for by Reception staff who enter details in the tracking book. Reception alert Examination Office and contact Premises to arrange transport to the secure area. A second signature is required.
- The Examination Office is the Centre's secure area. There are solid bars on the window and an alarm system. It has a solid door with a mortise lock. Keys will be stored in a keysafe when not in active use by the examinations staff.
- The only work that may be carried out in the Examinations Office relates to examinations.
- Contents of boxes are checked against the dispatch advice and stored in date/session order inside barred and locked cabinets which are bolted to the walls at the rear of the Examinations Office. Only the Examinations Officer has access to these secure cabinets.
- Only live question papers and completed scripts awaiting despatch are stored in these secure cabinets.
- A "second pair of eyes" is needed to check exam details, date and time before question paper packets are opened. Two signatures are required.
- Packaged scripts are recorded in the Examinations Despatch Log and taken to Reception prior to collection by Parcel Force Exams Department.

## **Appendix 2: Fullbrook Contingency Plan**

### **Aims of the Fullbrook Contingency Plan**

The Contingency Plan is designed to ensure a consistent and effective response in the event of major disruption to the examination system affecting significant numbers of candidates across several awarding organisations.

The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather, power failures or circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

The priority when implementing contingencies will be to:

- deliver assessments to published timetables
- make entries to published deadlines
- deliver results to published timetables
- comply with JCQ regulatory requirements

In the event of major disruption, communication is a key factor in ensuring an effective and consistent response across the parties involved. This includes communications between the awarding bodies and stakeholders such as candidates, parents or carers, and possibly the public.

### **Disruption of teaching time – centres are closed for an extended period**

#### Criteria for the implementation of the plan

- Fullbrook 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. Guidance on emergency planning, with advice on severe weather, is available on the Department for Education website:  
[www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather](http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather)

#### Actions

- Where Fullbrook has to close and this is known in advance, teachers will set work for completion during the closure.
- Where Fullbrook has to close and this is not known in advance, students may be prepared for examinations through the website and email. For those families without internet connection, teachers will set work which will be sent home via Reception.

Parent/carer will return work to Reception for distribution to teachers so assessment can continue as usual.

[www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather](http://www.education.gov.uk/schools/adminandfinance/emergencyplanning/a0069425/advice-on-severe-weather)

[www.deni.gov.uk/exceptional\\_closures\\_checklist.pdf](http://www.deni.gov.uk/exceptional_closures_checklist.pdf)

[www.deni.gov.uk/index/85-schools/5-school-management/exceptional-closure-ofschools-due-to-adverse-weather.htm](http://www.deni.gov.uk/index/85-schools/5-school-management/exceptional-closure-ofschools-due-to-adverse-weather.htm) <http://www.nidirect.gov.uk/school-closures>

### **Centres are unable to open as normal during examination periods**

#### Criteria for implementation of the plan

- Fullbrook unable to open as normal for scheduled examinations. The responsibility for deciding whether it is safe for a centre to open lies with the head of centre. The head is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible.

#### Actions

- Fullbrook to open for examinations and examination candidates only, if possible
- Fullbrook to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public buildings, if possible)
- Examination Office to apply to awarding organisations for Special Consideration for candidates where they have met the minimum requirements.

### **Candidates unable to take examinations because of a crisis - centres remain open**

#### Criteria for implementation of the plan

- Candidates are unable to attend examination centres to take examinations as normal.

#### Actions

- Fullbrook to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations and JCQ guidance on alternative site arrangements. [www.jcq.org.uk/exams-office/ice---instructions-forconducting-examinations/instructions-for-conducting-examinations-2016-2017](http://www.jcq.org.uk/exams-office/ice---instructions-forconducting-examinations/instructions-for-conducting-examinations-2016-2017)
- Examinations Officer to 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. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not apply.

### **Extended absence of Examinations Officer during the planning stage**

#### Criteria for the implementation of the plan

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered.

#### Actions

- Recruit Assistant Examinations Officer.
- HOF to collate data (course specifications, QANs, discount codes) and Data Manager to implement changes on SIMs prior to census.

### **Extended absence of Examinations Officer during the entry stage**

#### Criteria for the implementation of the plan

- Exam basedata not imported into Exams Organiser.
- Awarding bodies not receiving estimated entries which trigger pre-release material.
- Awarding body deadlines missed incurring penalty fees.
- Incorrect personal data for examination candidates, incorrect tiers of entry or missing entries.

#### Actions

- Data Manager or Network Office to implement download.
- Examinations Officer to have remote access to SIMs.
- Tutors to ensure candidate personal data is accurate.
- SLT liaise with Examinations Officers at GEP.
- HOF or Subject Leader to make entries via individual awarding body sites.

### **Extended absence of Examinations Officer during the pre-exam stage**

#### Criteria for the implementation of the plan

- Sufficient invigilators not recruited and trained.
- Exam timetables, seating plans and invigilation schedules not prepared.
- Examination material not stored under secure conditions.
- Internal assessment marks and samples not submitted to awarding bodies and moderators.



- Insufficient quiet exam rooms or exam equipment (desks, chairs, clocks, notices).

#### Actions

- Utilise Assistant Examinations Officer.
- SLT to liaise with Examinations Officers from GEP
- HOFs to make entries via awarding body websites.

### **Extended absence of Examinations Officer during exam time**

#### Criteria for the implementation of the plan

- Exams and assessments not undertaken according to JCQ regulations. JCQ inspection will reveal inadequacies and remove permission for Fullbrook to be a GCSE/GCE exam centre.
- Exam Access Arrangements incorrectly implemented.

#### Actions

- Utilise Assistant Examinations Officer.
- SENCO to oversee implementation of Access Arrangements during written or online exams

### **Extended absence of Examinations Officer during the results and post-results stage**

#### Criteria for the implementation of the plan

- Access to results and subsequent distribution to students.
- Facilitation of post-results services.

#### Actions

- Recruit Assistant Examinations Officer.
- Network Office and Data Manager to download results.
- HOFs or tutors to arrange distribution of results to students.
- Once student's permission is given, HOFs to apply for and distribute post-results outcomes.

### **Absence of Examinations Officer for other exams and results enquiries**

#### Criteria for the implementation of the plan

- Year 7 baseline tests outstanding.
- University assessment tests outstanding.
- Year 9 Maths Awards outstanding.
- Year 9-13 mocks outstanding.
- Online btec and other vocational tests outstanding.
- Ex-students have mislaid results needed for further education or employment.

### Actions

- Utilise Assistant Examinations Officer.
- HOL to plan and organise all aspects of internal exams.
- Fullbrook 6 to organise and maintain security of University assessment tests.
- Btec staff to enter and run btec –online tests.
- Maths Department to oversee entry via awarding body website and organisation of Year 9 Maths Awards.
- Head of Year 11 or Fullbrook 6 to write letter confirming results.

### **Absence of SENCO at key points in the exam cycle**

#### Criteria for the implementation of the plan

- Candidates not assessed to identify potential access arrangements.
- Evidence of need/normal way of working not collated.
- Approval of Access Arrangements not applied for to the awarding body.
- Modified paper requirements not identified to enable ordering to meet external deadlines.
- Insufficient records to satisfy awarding body requirements.
- SEN staff providing support to Access Arrangement candidates not arranged for exam rooms.

### Actions

- Teachers, Learning Support and Exams Office to work with SLT to identify students where Access Arrangement applications may be required.
- Testing to be done by outside agency or GEP SENCO.
- Invigilators trained to provide support.
- Access Arrangement paperwork subject to awarding body inspection.

### **Lack of appropriately trained or insufficient Invigilators**

#### Criteria for the implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct exams.
- Invigilator shortage on peak exam days.
- Invigilators absence on day of exam.
- DBS invalid/ out of date.

### Actions

- Examinations Officer will review staffing prior to each exam session to ensure sufficient staff are recruited and trained. There should be at least one spare invigilator on peak exam days to act as a rover.
- Cover supervisors and teaching staff may be required to supplement invigilation team at short notice.

- Training is usually by the Exams Office but there are paid courses if necessary. Invigilators receive thorough training and a record kept of the times they have worked.
- SLT and Finance maintain records for DBS and hours worked.

### **Lack of appropriate exam rooms**

#### Criteria for implementation of the plan

- Exams Office only to be used by Exams Staff.
- Exams Office does not have appropriate level of security.
- Exams Office unable to identify sufficient/appropriate rooms during exam timetable planning.
- Main exam room unavailable due to an unexpected incident at exam time.

#### Actions

- Confidential storage system subject to JCQ inspection.
- Exams Officer will organise rooming for examinations ensuring sufficient time is available to identify appropriate rooms and plan accordingly.
- In the event of a room being unavailable at very short notice, sufficient invigilation or cover staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sort. SLT will work with the Exams Officer.

*Unresolved issue: Fullbrook closed (fire, gas leak, security alert) totally just before exam day. Other schools unlikely to have spare capacity, particularly on core subject days. Local theatre etc. probably already in use. Single church hall unlikely to be big enough. Would need to source replacement desks/ chairs and other exam equipment. Can download replacement paper but these would need to be printed. Would need to transport students. Would probably need extra invigilators. Exam security/ timings would need to be maintained.*

### **Lack of/insufficient appropriate exam equipment**

#### Criteria for implementation of the plan

- Insufficient exam desks and chairs for candidates.
- Insufficient working clocks for the number of exam rooms.
- Insufficient awarding body notices for exam rooms.
- Insufficient Word to Word dictionaries in languages identified by SENCO.
- Insufficient exam ready word processors (wp) available.
- Insufficient/ inadequate sound system for language oral or music exams.

#### Actions

- Premises to supply desk/chair numbers and reorder if necessary.

- Premises to replace batteries/ clocks/reorder sufficient clocks for each exam room.
- Invigilators to have more notices copied.
- Missing or faulty equipment warrant Special Consideration application.
- Network and Music Department to check sound equipment in full working order prior to exams.

### **Failure of IT systems**

#### Criteria for implementation of the plan

- A2C secure access keys not updated/unavailable.
- MIS system failure at final entry deadline.
- MIS system failure during exams preparation.
- MIS system failure at results release time.
- MIS system failure during on-line tests or exams.

#### Actions

- Network Office to check A2C access key status, particularly at start of each exam entry and result session.
- Exams entries made before awarding body entry deadline.
- Reschedule on-line tests if possible.
- Seek awarding body advice.

### **Absence or Insufficient Network Staff**

#### Criteria for implementation of the plan

- Inability to maintain hardware or software adequately.
- Inability to run/support on-line tests or exams.

#### Actions

- Recruit more IT staff.
- Reschedule on-line tests if possible.
- Use IT teachers.
- Seek awarding body advice

### **Absence or Insufficient Premises Staff**

#### Criteria for implementation of the plan

- Exam desks/chairs not set out in the Sports Hall and other exam rooms.
- Exam desks/chairs not cleared from Sports Hall at end of day.
- Exam room lighting/heating inadequate.

#### Actions

- Sports Hall set up for exams for critical period and Sports Hall fitness sessions cancelled for the public.
- Desks/chairs to be cleared at the end of the day by Sports Hall staff.
- Check lighting/heating is working, particularly for winter exams.
- Move exam location where possible.
- Deploy portable heaters.

### **Absence of Data Manager**

#### Criteria for implementation of the plan

- Year 9 cohort do not have ULNs.
- Census incorrect.
- Entry/ Results files not sent to DfE.

#### Actions

- Utilise Assistant Data Officer.
- Exam Officer to create ULNs.
- Network Office to create and add to MIS.
- Network Office to download and send to appropriate agencies.

### **Disruption in the distribution of examination papers**

#### Criteria for implementation of the plan

- Disruption to the distribution of examination papers to centres in advance of examinations.

#### Actions

- Awarding bodies to reprint question papers and/or source alternative couriers for delivery of hardcopies.
- Awarding bodies to provide centres with electronic access to examination papers via a secure external network. Awarding organisations to fax examination papers to centres if electronic transfer is not possible. The Examinations Office would need to ensure that copies are received, made and stored under secure conditions. Should photocopying of the question paper be necessary, staff involved will be warned of the necessity of keeping the contents secure.

### **Disruption to the transportation of completed examination scripts**

#### Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts.

#### Actions

- Examinations Officer to seek advice from awarding organisations and Parcel Force regarding collection.
- Completed examination scripts must be stored securely in the Examinations Office or school safe until collection.
- In the event of the last exam prior to half term, the Examinations Office may take the completed scripts to an examination approved Parcel Force depot.

### **Assessment evidence is not available to be marked or lost prior to sampling**

#### Criteria for implementation of the plan

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

#### Actions

- Awarding organisations to 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.
- Teacher to complete JCQ Lost Coursework Form for individual cases.

### **Awarding organisations unable to issue accurate results**

#### Criteria for implementation of plan

- System error/failure or attack on systems means significant numbers of results cannot be validated as accurate or are issued and found to be inaccurate.

#### Actions

- Candidates, centres and stakeholders to be informed of any incorrect results
- e-validation of results from awarding bodies.
- Awarding organisations to re-issue results, via alternative format if necessary

### **Centres are unable to distribute results as normal**

#### Criteria for implementation of plan

- Fullbrook is unable to access awarding body results due to system failure or manage the face to face distribution of results to candidates.

#### Actions

- Network Office to carry out any system upgrades well before Results days.
- Examination Office to make arrangements to access results at an alternative site

- Network Office to have ability to send candidates' results securely. Candidates advised that hard copies will be posted.