

Exam Contingency Plan

St Mary's Christian Brothers' Grammar School

Abbreviations used in this document:

HoC: Head of Centre

EO: Exams Officer

P: Principal

CI: Chief Invigilator

I: Invigilator

DoCS: Director of Corporate Services

SENCo: Special Educational Needs Co-ordinator

YH: Year Head

HoD: Head of Department

Important numbers

CCEA helpline	028 90261220
CCEA Malpractice	089 90261202
AQA	0800 1977162
Pearson	03444632535
OCR	01223553998
Institute of Finance	01227818609
WJEC	02920265000

Issue	Procedure	Personnel
Wrong exam packet is opened (not distributed to pupils)	<p>Chief Invigilator to inform Exams Officer and Head of Centre immediately. Details of which packet has been opened to be noted. Chief Invigilator to complete a written statement which must be signed. Packet must be returned to the correct cabinet in the strong room.</p> <p>Exams Officer or Head of Centre must report the error to the appropriate exam board (eg CCEA) via telephone, take advice on how to proceed and which forms to complete. Principal must be informed as well.</p>	<p>Chief Invigilator</p> <p>Exams Officer</p> <p>Head of Centre</p>
Incorrect exam paper has been given to pupils	<p>Pupils should be reminded before the commencement of all exams to check their paper and to alert the Chief Invigilator if they believe that they have been given the incorrect paper (eg wrong tier, legacy paper).</p> <p>If discovery of the incorrect paper being distributed to the pupil is only made after the exam is over, a report must be written by the Chief Invigilator to explain how this issue arose. A written statement should be taken also from any other invigilators involved in the incident. The pupil should be reassured that the school will contact the exam board to outline the error. The Chief Invigilator must inform the Exams Officer and the Head of Centre. Either the Exams Officer or the Head of Centre must contact the exam board to inform them of the error and to seek advice. Any forms for the Malpractice team will usually be completed by</p>	<p>Chief Invigilator</p> <p>Exams Officer</p> <p>Head of Centre</p> <p>Head of School</p>

	<p>the Head of Centre. An investigation will have to be undertaken and should be transparent. The parent of the pupil/s involved should be contacted and reassured that the situation is being investigated. Special Consideration should be applied for any pupil/s affected by the error. This will be completed by the appropriate Head of School (HoS); the Head of Centre must update the HoS as soon as possible and continue to liaise with him/her throughout the process.</p> <p>The School Principal must be kept informed of all developments by the Head of Centre or in his/her absence by the Exams Officer.</p>	
Timetable clashes	<p>Exams Officer will identify clashes and in discussion with HoC decide what order and times will best suit the pupils' needs. Pupils will be informed clearly about any clashes on their timetable.</p> <p>Arrangements will be made to supervise these pupils between their exam modules and to ensure that they have no contact with other pupils. Mobile phones will be taken from them until the end of their final exam. Year Head will check to confirm mobile phones have either been left at home or pupil will hand phone to the Year Head for safe-keeping.</p> <p>In the event of 3 modules being timetabled for the same day, the EO will check to ensure that all 3 can be suitably spaced out on the same day so that the pupil has adequate breaks. Pupil/s should bring food and drink for all breaks. However the school will provide food before the third module. Pupils will be given a clear outline of the times for each module, timings breaks and during which ones study is possible. In this case, the HoS will apply for special consideration for the final module.</p>	<p>EO HoC YH HoS</p>
Mobile phones	<p>Pupils are informed about the consequences of bringing mobile phones or other such electronic devices into the exam centres at assemblies, during form period and on the morning of each module (by Year Head outside the exam venue, via posters at the entrance to exam venues, by the Chief Invigilator before the beginning of each exam).</p> <p>However, if a mobile phone goes off during an exam or an invigilator suspects that a pupil has a phone in the exam hall, an investigation needs to be conducted. Chief invigilator should notify the EO and HoC immediately. If the pupil can be identified,</p>	<p>CI EO HoS HoC</p>

	<p>that pupil will be asked to remain behind. The pupil will be asked to show his phone. A written statement should be taken from the pupil and any invigilators involved. If the pupil has been questioned by the HoS, YH or HoC, written statements will be needed from these personnel. The HoC should contact the exam board and fill out the appropriate documentation. The pupil's parent should be informed about what has happened, how the investigation was conducted and what the next steps are.</p> <p>If other pupils have been disturbed as a result of a mobile phone beeping or ringing during an exam, the HoC should contact the exam board for advice. Special consideration may have to be applied for the affected pupils. If this is the case, the HoS should complete a group report for this (names of all affected pupils should be forwarded to the HoS by the EO).</p> <p>For some exam boards, such as the IFSC, issues re: mobile phones will result in an automatic disqualification from that module.</p>	
<p>Suspected malpractice (pupil)</p>	<p>If an invigilator suspects malpractice, he/she must inform the Chief Invigilator immediately. The CI must make contact with the EO and HoC. The pupil who is suspected of committing malpractice must not be allowed to leave the exam venue and should be supervised closely at all times. YH and/or HoS must be informed as soon as possible and may be required to help assist in the investigation.</p> <p>The pupil must be informed about the reason why he has been asked to remain. The allegation re: malpractice must be put to him and he should be given an opportunity to respond. A written statement must be taken from the pupil and the invigilator. The HoC or HoS should outline what will happen next so that the pupil is clear about what steps will be taken. CCTV may be examined to ascertain facts about the allegation if available.</p> <p>The HoC must inform the exam board and complete all necessary documentation. The Principal should be informed. The pupil's parent should be contacted and the next steps outlined (HoS or HoC).</p>	<p>CI I EO HoC HoS</p>

Malpractice or maladministration (invigilator)	<p>If an invigilator is suspected of malpractice or maladministration, the Chief Invigilator should contact the EO and HoC. A written statement from the CI will be required. The Invigilator should be spoken to by the HoS and given an opportunity to respond. A written statement should be taken. The invigilator should be told about the next steps to be taken and directed to the appropriate pages in the JCQ Malpractice booklet. The HoS should contact the exam board for advice on how to proceed. It may be necessary, dependent on the nature of the malpractice/maladministration, to suspend the invigilator from all duties while the investigation is being undertaken.</p> <p>The Principal must be kept informed throughout.</p>	CI I EO HoC
Invigilator absence	<p>In the event of an Invigilator not arriving for a session, the EO can step in to ensure that the correct quota of personnel is in place. In addition, the SENCo can identify a classroom assistant who could help with invigilation. The EO may be able to contact another invigilator at short notice.</p>	EO SENCo
Exam venue unable to be used.	<p>In the event of one or several of the exam venues being unable to be used, alternative arrangements may need to be sought at short notice.</p> <p>Principal or Director of Corporate Services (DoCS) should contact the HoC and EO as soon as possible. The EO should check numbers of pupils affected and see which alternative venues could be used. It may be the case that several venues will be required to accommodate large pupil numbers. This may also result in the need for several more invigilators. The EO should contact all additional invigilators as soon as possible.</p> <p>Alternative venues in school are:</p> <ul style="list-style-type: none"> • library study • ER study • ERLT • Year 11/12 lunchroom 	P DoCS Caretakers HoS EO

	<ul style="list-style-type: none"> • mobiles • E3 corridor classrooms • N3 classrooms 	
<p>Disruption to teaching in the weeks before an exam (centres closed for an extended period)</p>	<p>The school must ensure that pupils are being prepared as usual for examination.</p> <p>School closure due to damage to school buildings/site: If the school is closed due to an event specific to the school rather than across the city/country, such as fire or flood damage, alternative sites should be considered. It may be possible to use an alternative venue such as a local church hall, or local hotel???? (Principal, DoCS)</p> <p>Severe weather: If the school is closed due to severe weather, guidance should be sought directly from EA and the exam boards. (Principal)</p> <p>Alternative methods of learning: The school should put in place measures to facilitate alternative methods of learning:</p> <ul style="list-style-type: none"> • packs of resources can be posted to pupils • Online learning platforms such as Microsoft Teams, Google Classroom can be used Teachers can set up group emails for their classes and email materials. • The Principal should direct teachers to provide work for their classes. <p>Communication of arrangements with parents and pupils: The school must communicate with parents and/or pupils about what arrangements are being put in place. This should be via the text messaging service, by letter and via the school’s website and FaceBook page. Details of how pupils can access online learning platforms should be outlined clearly. (Principal)</p> <p>Disruption to modular exams as a result of any of the above:</p> <ul style="list-style-type: none"> • Alternative venues may be used so that candidates can sit exams in an alternative setting (eg local church hall, local school hall – Principal). • Candidates may be advised to sit modular exams in a later series. 	<p>P DoCs HoC EO All teachers</p>

	<ul style="list-style-type: none"> • HoC should notify the exam board about the situation and take advice about how to proceed. Information should then be disseminated promptly to all affected pupils. • If may be possible to apply for special consideration for any affected pupils. 	
Disruption in the distribution of exam papers	<p>EO should contact the appropriate exam board for direction.</p> <p>Electronic version of the materials may be available. If this is the case, the EO will print these. If multiple copies are required, the person in charge of reprographics will be directed by the Principal to print the required number of scripts. It will be essential that the EO or the HoC supervises this to ensure security of the exam materials and that no other person has access to the reprographics room. All copied materials should then be stored securely in the strong room.</p>	EO HoC Principal Reprographic assistant
Candidates unable to take examinations because of a crisis but when centre remains open	<p>Should a situation arise when pupils cannot gain access to the school due to a crisis, eg a bomb scare, the HoC, EO or Principal should inform the exam board as soon as possible.</p> <p>It may be possible to delay the start time for the exam to ensure all pupils begin the exam at the same time. The YH and HoS should gather pupils who have arrived on time in the canteen or ERLT. It will be important to ensure no pupil has access to either a mobile phone or other electronic device.</p> <p>If access to either the main road or to the back lane entrance is blocked, pupils and/or invigilators may arrive late. Those pupils who arrive late due to these circumstances should be admitted to the exam hall, reassured by the CI and allowed the full time for their paper. HoC or EO should notify the exam board and take advice on which appropriate documentation needs to be completed to detail the disruption to the exam hall and in order to apply for special consideration for affected pupils.</p>	HoC EO P HoS YH CI
Centre unable to open as normal during exam period	<p>If the school is unable to open as normal, the Principal will decide what options are viable to ensure pupils will be able to sit their examinations. This may involve the Principal taking direction from EA guidance.</p> <p>It may be possible, depending on the nature of the reason why the school cannot open as normal, to hold exams in a different part of the school which is</p>	HoC EO P

	<p>accessible to pupils. If this is not possible, the Principal will decide which alternative venue (other schools, local Primary school or church hall) is appropriate for the volume of pupils affected. Information will be sent to pupils' parents as soon as possible via the text message service. EO will contact all Invigilators to update them about the change of venue.</p> <p>If access to the school is impossible and exam papers cannot be accessed, the HoC, Principal or EO will contact the exam board and take direction on how to proceed.</p> <p>Alternative centre: BA site All Saints (Glen Road, Belfast)</p>	
<p>Disruption to transporting completed exam papers</p>	<p>EO will contact the exam board to seek advice on the next steps.</p> <p>At all times, completed exam papers should be kept in a secure place until collection arrangements are made.</p> <p>EO to keep HoC and P updated at all times.</p>	<p>EO</p>
<p>Assessment evidence is not available to be marked</p>	<p>This applies to the following:</p> <ul style="list-style-type: none"> • Large scale damage to or destruction of examination scripts/assessment evidence before it can be marked • Completed examination scripts/assessment evidence does not reach awarding organisations.* <p>In cases such as these, the awarding body should be contacted by the EO/HoS. The awarding organisation may generate candidate marks for affected assessments based on other appropriate evidence as defined by the awarding organisations. Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series.</p> <p>HoC should update HoDs, YHs and HoS as appropriate. Pupils and parents will be informed of any issues affecting them.</p> <p>*EO should keep a record of all assessment materials which are forwarded to exam boards. The onus is on the HoD to ensure all requested assessment material is included and that this has been checked by another member of staff before</p>	<p>EO HoC P</p>

	<p>being left with the EO for postage to the exam board. HoD are reminded not to leave the material on the EO's desk, instead they must submit this to the EO directly so a record can be kept. For CCEA controlled assessment, the details of the package will be recorded in the booklet for collections. For other exam boards, proof of postage will be recorded (receipts) and this info will be held by the EO.</p>	
<p>Awarding organisation unable to issue results as planned</p>	<p>Issues may arise:</p> <ol style="list-style-type: none"> 1. if the awarding organisations are unable to issue results in electronic format due to a failure of systems <ul style="list-style-type: none"> • the award body should implement a contingency plan which may be to transmit results via an alternative electronic format or should issue hard copy results. <p>OR</p> <ol style="list-style-type: none"> 2. if the awarding organisations are unable to issue a hard copy of results. <ul style="list-style-type: none"> • awarding organisation should facilitate communication of results via secure web-based platforms. <p>In this incidences, the EO should be in contact with the affected awarding body for advice about how to proceed. The Principal and HoC should be kept informed at all times.</p>	<p>EO P HoC</p>
<p>Centre unable to distribute results as normal or to facilitate post results services</p>	<p>These issues may arise if we cannot access or manage the distribution of results to candidates of facilitate post results services.</p> <p>The Principal will seek to make alternative arrangements with local schools if possible. The EO will update the relevant awarding organisations and seek advice.</p> <p>Should pupils need to be directed to alternative sites for collection of results information will be posted on the school's website page and FaceBook and parents will be notified via the text message service.</p> <p>The school could arrange to access results at an alternative site, such as the local secondary or primary school, in agreement with the relevant awarding organisation.</p>	<p>EO HoC P</p>

	<p>The school could make arrangements to coordinate access to post results services from an alternative site (this may be possible in the local secondary school or local primary school if the EO and/or Careers Advisers can have access to computers, telephones, printers). The awarding body might be able to review the post results deadlines if difficulties arise.</p> <p>If distribution of results cannot be facilitated at the school, the Principal should decide on the best alternative site. This may be the local church hall, the local primary school assembly hall.</p>	
<p>Failure of IT systems (including those due to potential cyber attack), such as MIS system failure at final entry deadline</p> <p>MIS system failure during exams preparation</p> <p>MIS system failure at results release time.</p>	<p>Eg MIS system failure at final entry deadline.</p> <p>Entries are never left to deadline day. EO to set internal deadline in advance of the exam board deadline day.</p> <p>In the event of a system error, the EO, in consultation with SLT, will make the entries from another venue direct to the Awarding Bodies</p> <p>Eg MIS system failure at results release time.</p> <p>EO and SLT are aware of the key results dates in August.</p> <p>Results may also be accessed directly from the Awarding Bodies. At all times during the system failure the EO will liaise with the Awarding Boarding to minimise the disruption.</p> <p>C2K filtering system should prevent phishing attacks.</p> <p>Staff advised to use strong passwords and to use encrypted USB pens to protect information saved on such devices.</p> <p>Pupils and staff should print hard copies of coursework which must then be kept in a secure area.</p> <p>Word processed exam material to be printed off by EO/Office Staff and USB pen wiped afterwards (for those entitled to the use of a word processor for examinations).</p>	<p>EO SLT HoDs Teaching Staff Office Staff</p>

	<p>Two-step verification/two-factor verification or multi-factor authentication will be activated where possible.</p> <p>Any cyber-attack will be reported to the NCSC (National Cyber Security Centre) and RPA. The school will contact local law enforcement and Action Fraud.</p>	
Examinations Officer is suddenly absent.	Senior Teacher in charge of exams will assume the EO's duties assisted by other members of SLT.	SLT
Senior Teacher in charge of exams is absent.	Other members of SLT will assume the duties.	SLT
SENCo is absent.	VP Pastoral will assume the duties.	VP Pastoral