

# POLICY

## *Wirral Grammar School for Boys*



<b>Policy</b>	Examinations Procedures: Contingency Planning & Risk Assessment
<b>Responsible Manager</b>	Examinations Manager
<b>Approval Date</b>	December 2023
<b>Review Date</b>	December 2024
<b>Approved By</b>	Headteacher

This policy has been created to take into account all eventualities that could arise in the event of an examination and ensuring that a contingency plan is in place to support this.

# POLICY

## Wirral Grammar School for Boys



### Contingency Planning / Risk Assessment for examination procedure – Possible risks to include

Risk	Early warning	Control to prevent	Control to resolve
Invigilator does not turn up	Phone Call or scripts not collected	Invigilator timetables – sign tear off slip to confirm dates	On busy days employ emergency invigilator or Examinations Officer (EO) to cover
Fire alarm goes off			Ensure invigilators are aware of policy. Leadership Team (LT) to assist in maintaining security of exam. Allocate specific area for exams.
Student taken ill during exam			Invigilator aware of policy, first aider on call. Special Consideration for all students.
Bad weather or transport problems	Weather report	Possible delay to start of exam	Delay start, contact Assessment Board (AB), isolation of candidates if late and hold staggered sessions if necessary. Special Consideration
Students do not turn up for exam		Student timetables and information from subject teachers	Who rings student? Where do they sit and who invigilates?
Students turn up who are not entered		Subject teachers/Heads of Department (HODs) ensure entry checklists are correct	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department. If recurring problem, see LT?
Cheating in the room	Invigilator reports problem	Warning to candidate and information from tutor	Invigilator aware of policy, LT on-call to deal with malpractice issue
Disruption in the room	Invigilator reports problem	Warning to candidate and information from tutors. Information from tutors to EO re problem students in order to isolate.	Invigilator aware of policy, LT on-call to deal with malpractice issues
Late arrivals	Phone call or just turn up late	Candidate timetable and information from tutors	Invigilator aware of policy. Complete Late arrivals form.

# POLICY

## Wirral Grammar School for Boys



Risk	Early warning	Control to prevent	Control to resolve
EO does not turn up	Phone call	Regular meetings with line manager	Senior Deputy Head Curriculum or Deputy Head Pastoral to act in EO role.
SENDCO absent	Notification from EO	Ensure early preparation of documents to support applications are in place.	Deputy Head Pastoral will take lead. If long term absence a replacement will be employed.
Exam room flooded	Check room, or invigilator reports problem	Regular premises checks	Find alternative accommodation. Special Consideration
Wrong entry made – incorrect paper		Subject teachers/HOD's ensure entry checklists are correct	Contact AB for copy of paper if necessary. Provide exam paper, seat and amend entry.
EO leaves/long term sick	Notification from EO	Regular meeting with line manager	Role replaced.
Curriculum model changes	Government white paper. Information from National Assessment Agency (NAA) and Qualifications & Curriculum Authority (QCA), and AB's		Planning and Action Plan to implement changes. Review of job description?
Damage to office		Regular premises checks	Need AB's handbooks, new equipment, phone line and office space. Copies of relevant information from HOD's. Contact National Assessment Agency (NAA) field support for assistance.
System failure or power cut			Contact IT support or electrician and if necessary NAA field support officer for assistance. Contact AB to inform entries will be late.
Receiving inaccurate or late entry information		Subject teachers/HOD's ensure entry checklists are correct and on time.	Charge late fee to department. If recurring problem, see LT?



# POLICY

## Wirral Grammar School for Boys

Change of syllabus and no notification	Pre-release material does not arrive. Materials arrive that are not expected.	Subject teachers/HOD's ensure entry checklists are correct.	Contact AB
HOD long term sick or leaves	Resignation or sick note.		Replacement to be nominated and EO to have input in training.
<b>Risk</b>	<b>Early warning</b>	<b>Control to prevent</b>	<b>Control to resolve</b>
AB communications systems fail	Papers do not arrive, on-line systems incorrect, difficult to contact by telephone.		Contact NAA to report problem. Give extra time for checking.

### Example Contingency Planning / Risk Assessment Form (for examination procedures)

Department		Person completing Assessment	
Activities/Systems being assessed		Signature/Date	

	Activity	Adverse occurrence /dependency	Adverse outcome	Likelihood 1 - 3	Severity 1 - 3	Level of risk (LxS)	Control measures	Person responsible	Results
1	Absence of exams officer due to illness on exams day	EO has keys to exam store, is aware of seating plans,	Exam papers unavailable,	3	3	9	Duplicate set of keys held by exams assistant + 1 other; adequate instructions available	<ul style="list-style-type: none"> <li>EO</li> <li>Ex. asst</li> <li>Head of centre</li> </ul>	

# POLICY

## Wirral Grammar School for Boys



		clashes, any special requirements	delayed start						
2	Computer malfunction	Exam entries, amendments cannot be made by Electronic Data Interchange (EDI)	AB deadlines cannot be made	2	3	6	Notify IT Manager; ensure adequate supplies of paper entry sheets	<ul style="list-style-type: none"> <li>• EO</li> <li>• Head of centre</li> </ul>	
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts spoiled	2	3	6	Invigilators are aware of fire procedure. Adequate fire alarms	<ul style="list-style-type: none"> <li>• EO</li> <li>• Head of centre</li> <li>• Site mgr</li> </ul>	
4	Fire in sports hall, cannot use for exam	All main exams held in here - seats	Insufficient exam rooms may violate JCQ rules	2	3	6	Adequate fire alarms Contingency plans for spare rooms	<ul style="list-style-type: none"> <li>• Site mgr</li> <li>• EO</li> <li>• Head of centre</li> </ul>	
5	Non-receipt of exam papers	Unable to hold exam - delayed start	Delays and upset to students	1	3	3	Check paper receipt well in advance – contact exam boards in good time	<ul style="list-style-type: none"> <li>• EO</li> </ul>	
6	Human error	Candidates entered for incorrect tier	Affects student grade	3	2	6	Check of procedures by student (statement of entry) and staff (exam candidate lists) should avoid this	<ul style="list-style-type: none"> <li>• EO</li> <li>• Head of Dept</li> <li>• Student</li> </ul>	