



The
Westgate School

#equippedforlife

**Examination Contingency Plan Policy
&
Examination Adjustments: COVID-19
Compliance**

Date Approved by HT:

Date for Revision:

1. Statement of Principles

1.1 The Examination Contingency Plan Policy is designed to safeguard all stakeholders within the school and aims to:

1.1.1 *Examine potential risks and issues that could cause disruption to the management and administration of exams.*

1.1.2 *Mitigate the impact of disruptions by providing actions or procedures to follow.*

1.2 This plan complies with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres, which require all exam centres to have a written Examination Contingency Plan Policy.

1.3 This Examination Contingency Plan Policy complies with The Westgate School's funding agreement and articles of association.

2. Roles and Responsibilities

2.1 It is the responsibility of all members of staff at The Westgate School to ensure that they are aware of the statutory expectations regarding examinations whilst similarly complying to The Westgate School's policies and procedures.

The following members of staff will have a direct role and responsibility in ensuring the implementation and execution of the Examination Contingency Plan:

2.2 Head Teacher:

2.2.1 The Head Teacher is Michelle Cooper. She will ensure that an Examination Contingency Plan Policy is in place which covers all aspects of examination administration.

2.3 Senior Leadership Team:

2.3.1 The Senior Leadership Team at The Westgate School are responsible for reading, understanding, and implementing the contingency plan whilst ensuring that their areas of responsibility adhere to the statement of principles outlined in this policy.

2.4 Teaching Staff:

2.4.1 Staff involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

2.5 Support Staff:

2.5.1 Support staff involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

2.6 Administrative Staff:

2.6.1 Administrative staff involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

2.7 Invigilators:

2.7.1 Invigilators involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

3 Contingency Plan

3.1 The table sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on a detailed Ofqual joint contingency plan published in 2015, and are consistent with Ofqual's current contingency planning guidance.

3.2 The Westgate School's 'Examination Policy' refers to the 'Contingency Plan' in 'Appendix C'.

Scenario	When to Implement	Actions	Person(s) responsible
Disruption of teaching time – centre is closed for an extended period	When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning.	<ul style="list-style-type: none"> ▪ Seek advice from awarding organisations and JCQ. ▪ Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. ▪ Have a contingency plan to facilitate alternative methods of learning, alternative venues, or both. ▪ Prioritise candidates who will be facing examinations shortly. ▪ Advise candidates, where appropriate, to sit examinations in the next available series. 	LIM EVB NME
Candidates unable to take examinations because of a crisis – centre remains open	If candidates are unable to attend examination centres to take examinations as normal e.g. COVID-19 or a sickness bug.	<ul style="list-style-type: none"> ▪ Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue. ▪ Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations. ▪ Offer candidates an opportunity to sit any examinations missed at the next available series. ▪ Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. 	LIM EVB NME
Centre is unable to open as normal during the examination period	If the centre is unable to open as normal for scheduled examinations, e.g. a local lockdown or a fire at the centre forces it to close.	<ul style="list-style-type: none"> ▪ Inform relevant awarding organisations as soon as possible. ▪ Refer to emergency plans and/or health and safety policy, where appropriate. ▪ Open for examinations and examination candidates only, if possible. ▪ Use alternative venues in agreement with relevant awarding organisations. ▪ Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. ▪ Offer candidates an opportunity to sit any examinations missed at the next available series, if possible. 	LIM EVB NME PN
Disruption in the distribution of examination papers	If there is disruption to the distribution of examination papers to centres in advance of examinations.	<ul style="list-style-type: none"> ▪ Communicate with awarding organisations to organise alternative delivery of papers. ▪ Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier. ▪ Change the timing of the distribution to earlier or later than originally scheduled. 	EVB

Disruption to the transportation of completed examination scripts	If there is a delay in normal collection arrangements for completed examination scripts.	<ul style="list-style-type: none"> ▪ Seek advice from awarding organisations and their normal collection agency regarding collection. ▪ Only make alternative arrangements after approval from awarding organisation. ▪ Make sure papers are securely stored until collection. 	EVB
Assessment evidence is not available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts.	<ul style="list-style-type: none"> ▪ Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers. 	EVB
Centre is unable to distribute results as normal	If the centre is unable to access or manage the distribution of results to candidates.	<ul style="list-style-type: none"> ▪ Contact awarding organisations about alternative options. ▪ Plan to access results at an alternative site. ▪ Share facilities with other schools/colleges if possible. 	LIM EVB NME
Absence of exam officers, teaching staff and/or invigilators	If members of staff are unable to support examination centres as normal e.g. COVID-19 or a sickness bug.	<ul style="list-style-type: none"> ▪ Ensure that SLT are made aware so that the necessary provision to cover invigilators can be implemented e.g. the use of teaching staff and/or support staff should it be necessary. ▪ Plan for SV to fulfil the duties of EVB in the event of absence. 	LIM EVB NME
Lack of appropriately trained invigilators	If there are not enough trained invigilators to undertake the examinations which fulfil the statutory expectation of JCQ.	<ul style="list-style-type: none"> ▪ Liaise with SLT so that the necessary provision to cover invigilators can be implemented e.g. the use of teaching staff and/or support staff should it be necessary. 	EVB

4 Examination Adjustments

4.1 Absence

4.1.1 If staff and students are present during any examinations within school, they are declaring that they are not displaying any symptoms of COVID-19.

4.1.2 If staff and/or students are displaying symptoms of COVID-19 and they are meant to be present during an examination within The Westgate School, they will follow The Westgate School's normal operation procedure regarding self-isolation and staff absence.

4.1.3 The Westgate School will take swift action if staff or students have tested positive for COVID-19 and will follow the guidance outlined by the government in 'Actions for Schools during Coronavirus Outbreak'.

4.1.3.1 *The Westgate School will collect and keep contact information for staff, students and invigilators to share with NHS Test and Trace if needed. This is particularly important for any external visitors, including any non-The Westgate School staff assisting with exams, and students not on roll at The Westgate School or college.*

4.1.3.2 *The Examinations Officer will ensure that every examination will have a seating plan, so that the Examinations Officer can add the names of the invigilators and cross reference them to the contact details that we hold for candidates and invigilators.*

4.1.4 In this case of an absence, staff and/or students at The Westgate School will follow the standard absence procedure as set out in the 'Staff Handbook' and 'Parents Handbook'.

4.2 Local and/or National Lockdown

4.2.1 In the case of a local or national lockdown, The Westgate School will follow the standard procedure of student absence during an examination as set out in the 'Examinations Policy' and 'Examination Contingency Plan Policy'.

4.3 Personal Protective Equipment (PPE)

4.3.1 Staff and students must always wear a mask on The Westgate School site. This includes any form of movement around the school or when not in a designated examination venue. This is in-line with the school's standard operating procedure

4.3.2 If there are extenuating circumstances for a mask not being worn by staff and/or students, this should be communicated with the designated Human Resources Manager i.e. medical reasons so that the appropriate support can be implemented when and where appropriate.

4.3.3 Staff, students and invigilators do not need to wear face coverings during exams, but they may wear them if they wish to.

6.3.3.1 *The Westgate School strongly recommends that staff, students and invigilators wear PPE – including masks – when and where possible; although this is at their discretion to comply.*

4.3.3.2 *It is mandatory for members of staff who are working with students who require additional support i.e. scribes and readers to wear PPE – including masks – unless there are extenuating circumstances for a mask not being worn i.e. medical reasons.*

4.4 Examination Venue

- 4.4.1 There is no overall limit on the number of students who can sit in a room, if desks are correctly spaced.
- 4.4.2 To compensate for the increased use of space due to students' bags being placed in front of them, there will be more desks horizontally aligned. Social distancing between desks is a prerequisite of the JCQ guidance (1.25-metres apart from each other).
- 4.4.3 The importance of adequate ventilation will be considered when selecting the room for exams and wherever possible, invigilators will ensure that the examination venue is well-ventilated. For example, opening windows and propping open doors (not fire doors) where safe to do so (bearing in mind safeguarding in particular).
- 4.4.4 The examination venue will be kept clean and frequently touched surfaces (for example, door handles, individual desks) will be cleaned after every examination with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.

4.5 Invigilators

- 4.5.1 Invigilators may walk up and down aisles between desks.
- 4.5.2 There will be points accessible for invigilators in the examination venue where an invigilator can stand at least two-metres from the nearest desks and see all the candidates in the room.
- 4.5.3 If students need to leave the examination venue and need to be accompanied for more than 15 minutes, invigilators should maintain a two-metre distance where possible.
 - 6.5.3.1 *If this is not possible, invigilators should take mitigating measures, such as standing alongside the student and consider using a mask.*
- 4.5.4 Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.

4.6 Support Staff

- 4.6.1 For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting students, support staff should maintain a 1.25-metre distance where possible, for example using a separate room from other students.
 - 4.6.1.1 *If support staff cannot maintain a two-metre distance, they should avoid close face to face contact and minimise time spent within 1-metre of others.*
 - 4.6.1.2 *These arrangements may not be possible when working with some students who have complex needs, in which case these students' educational support should be provided as normal during exams whilst support staff take the necessary mitigating measures when and where possible.*

4.7 Operational Procedures

4.7.1 Before the Examination

4.7.1.1 Staff and students will receive the examination timetable in advance of any examinations by the Examinations Officer.

4.7.1.1.1 *Students will be informed to arrive before the scheduled start time of examinations at The Westgate School.*

4.7.1.1.1 *Students will be informed of the location of each examination.*

4.7.1.2 The Assistant Head Teacher who is responsible for 'Examinations, Data and Reporting' will ensure that students understand the examination adjustments to reflect the COVID-19 compliance by The Westgate School in advance of the examinations.

4.7.1.2.1 *Communication will be formally sent to all stakeholders – staff, students and parents – clarifying the amended examination protocols to ensure that The Westgate School is COVID-19 compliant.*

4.7.1.3 Students will be kept separate from other students arriving at The Westgate School. This will support social distancing between group 'bubbles' as well as between on-roll and off-roll students.

4.7.1.4 Students will be expected to go straight to the canteen in their designated area as identified by the seating plan outside the venue.

4.7.1.3.1 *Within the canteen, students will adhere to the social distancing guidelines in their designated areas.*

4.7.1.5 Students will be expected to sanitise their hands upon entry to the canteen where a member of staff will distribute hand sanitiser.

4.7.1.6 When requested, students will be dismissed from the canteen one row at a time and go straight to the examination venue.

4.7.1.7 Students will be expected to sanitise their hands upon entry to the examination venue where a member of staff will distribute hand sanitiser.

4.7.1.8 Students will be requested to leave their bags in front of their examination desk. This will limit the cross-contamination of bags.

4.7.1.8.1 *Students will be reminded of the statutory expectations about mobile phones being turned-off throughout the process via literature and assemblies.*

4.7.1.8.2 *This adjustment will be a standard operating practice for the mock examinations unless otherwise stated by JCQ and in this instance, the guidance will be updated as appropriate.*

4.7.2 After the Examination

4.7.2.1 Once the examination is finished, students will be dismissed one row at a time and unless there is a reason for them being on The Westgate School site, will be requested to leave immediately.

5 Monitoring Arrangements

- 5.1 This policy will be reviewed every academic year in the autumn term, or well in advance of each examination series by the Assistant Head Teacher who is responsible for 'Examinations, Data and Reporting'. At every review, it will be approved by the Head Teacher and shared with the Governors.

6 Links with Policies

- 6.1 This Examination Contingency Plan Policy is linked to, but not exclusively or extensively, to The Westgate School's:

- 6.1.1 *Examination Policy*
- 6.1.2 *Non-Examination Assessment Policy*
- 6.1.3 *Parent's Handbook*
- 6.1.4 *Staff Code of Conduct*
- 6.1.5 *Staff Handbook*
- 6.1.6 *Safeguarding and Child Protection Policy*
- 6.1.7 *Complaints Policy*
- 6.1.8 *Data Protection Policy*
- 6.1.9 *Data Breach Policy*
- 6.1.10 *Data Retention Policy*
- 6.1.11 *Information Security Policy*
- 6.1.12 *Data Protection Policy*
- 6.1.13 *Freedom of Information Policy*