



# Glengormley High School

## Examinations Policy

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June 2021

Review due June 2022

Miss C Shearer

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### Glengormley High School Vision

Glengormley High School aims to provide a welcoming, safe and caring environment where everyone is respected, valued and encouraged to achieve their full potential. This vision is realised through the 'Glengormley Way' – where all pupils aim to Be Safe, Be Ready and Be Respectful, and where staff recognise the need for 'unconditional positive regard'. We set high standards of learning, celebrate success and strive to promote a partnership between school, parents and the community to prepare our young people for adult life.

## **1. Examinations Policy**

The purpose of this exam policy is:

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

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

The exam policy will be reviewed every two years.

The exam policy will be reviewed by the Head of Centre, Senior Leadership Team, Exams' Officer and Governors.

### **Exam Responsibilities:**

#### **Head of Centre:**

Overall responsibility for the school/college as an exam centre:

- Advises on appeals and re-marks
- Reporting all suspicions or actual incidents of malpractice to the exam board. Refer to the Joint Council for Qualifications (JCQ) document suspected malpractice in examinations and assessments.
- Follows all JCQ exam regulations.

#### **Exams' Officer:**

Manages the administration of external exams;

- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Produces and distributes timetables to candidates for all external exams and communicates regularly with staff concerning imminent deadlines.
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ and Glengormley High School.
- Provides and confirms detailed data on estimated entries to the awarding bodies. Receives, checks and stores securely all exam papers and completed scripts
- Identifies and manages exam timetable clashes
- Training and monitoring of a team of exam invigilators responsible for the conduct of exams
- Advises on appeals and re-marks. Arranges for dissemination of exam results and certificates to candidates
- Reporting all suspicious or actual incidents of malpractice in accordance with the JCQ "Suspected malpractice in examinations and assessments" handbook.

**Heads of Department:**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Ensuring exam entries/registrations are completed within the deadlines set by the Exams' Office.
- Ensuring the Exams' Office is notified by June each year of any changes in the exam board or syllabus for their subject for the following academic year.
- Ensuring that any official exam board internal assessments/controlled coursework are conducted in accordance with JCQ guidelines.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams' Officer
- Involvement with post-results procedures.

**Teachers:**

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department for entry to necessary exams
- Ensuring that any official exam board internal assessments/controlled coursework are conducted in accordance with JCQ guidelines.

**The SEN Co-ordinator (SENCO) has overall responsibility for:**

- Identification and testing of candidates' requirements for access arrangements.
- Processing applications for access arrangements online within the deadlines set by the awarding bodies in accordance with the JCQ "Access arrangements, reasonable adjustments and special consideration" handbook
- Ensuring that testing/assessments conducted are processed online and the outcomes made available to the Exams' Office and all teaching staff before the candidates are due to sit their exams/controlled assessments.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Additional support for the exam invigilation team, in the form for Classroom Assistants, who are trained to carry out the required roles dictated by the Access Arrangements.
- (*see also section 7: Access Arrangements*)

**Head of Careers:**

- Guidance and careers information.

**Invigilators:**

Making the necessary announcements at the beginning and end of exams

- The effective and efficient conduct of the exams
- Supervision of candidates in the exam room.
- Collection of exam papers and other material from the Exams' Office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams' Office.
- Being familiar with the contents of the JCQ Instructions for conducting examinations for the current year and the JCQ regulations
- Displaying all JCQ notices/warnings to candidates

**Candidates are responsible for:**

- Confirmation and checking of statements of entry and individual timetables.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.
- Reading notices/warnings to candidates and following the rules and regulations set by Glengormley High School & JCQ for all examinations.

**Parents/Guardians are responsible for:**

- Checking with their child to see that the correct exam entries are made.
- Checking that the correct tier of entry is made.
- Ensuring their child attends exams as detailed on their exam timetable and is familiar with the rules and regulations set by Glengormley High School & JCQ for all examinations.

**2. Qualifications**

- The qualifications offered at this centre are decided by the Head of Centre, Senior Leadership Team and Heads of Department.
- Informing the Exams' Officer of changes to a specification is the responsibility of the Heads of Department. This should be made by June, for the upcoming academic year.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.
- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with candidates/parents/guardians, subject teachers, Heads of Department and Head of Centre.

### 3. Exam Seasons and Timetables

#### **Exam seasons**

- External exams are scheduled in November, January, March, May and June.
- Which exam series are used in the centre is decided by the Head of Centre

#### **Timetables**

Once confirmed, the Exams' Officer will circulate the exam timetables for external exams to all relevant parties.

### 4. Entries, Entry Details, Late Entries and Retakes

#### **Entries**

- Candidates are selected for their exam entries by the Heads of Department and the subject teachers.
- Entry deadlines are circulated to Heads of Department via email.
- Late entries are authorised by Heads of Department and Exams' Officer.

#### **Re-sits**

- Candidates are allowed re-sits as required in AS subjects.
- Candidates are allowed re-sits as required in A2 subjects.
- *Re-sit* decisions will be made in consultation with the candidates, subject teachers and the Heads of Department.
- Candidates must confirm the resit to the Head of Department and pay the retake entry costs
- The Examinations Officer must be notified and money lodged before entries can be made. *(See also section 5: Exam fees)*

### 5. Exam Fees

- GCSE initial registration and entry exam fees are paid by the centre.
- AS initial registration and entry exam fees are paid by the centre.
- A2 initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre or Department according to circumstances as determined by the Examinations Officer.
- Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- Departments may be charged for a change in entry, tier or any withdrawals that are deemed necessary by the HOC.
- Fee reimbursements are sought from candidates who fail to sit an exam or meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees for first and any subsequent re-sits are paid by the candidates.  
*(See also section 4.3: Retakes)*

- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (*See also section 11.2: Enquiries about results [EARs]*)

## **6. The Disability & Equality**

- The Head of Centre must ensure that the Centre meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED) 2010.
- The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.
- The Centre will meet the disability provisions under the DDA (or the Equality Act 2010), by ensuring that the centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

## **7. Special Educational Needs**

- Subject teachers should advise the SENCO and gather evidence at the start of Year 11 of any pupils who are on a course leading to an examination, and the dates of their examinations, including modular examinations.
- It is the responsibility of the SENCO to liaise with the Examinations Officer about the arrangements for candidates with Special Educational Needs. The SENCO will ensure the Examinations Officer is provided with all relevant documentation for Access Arrangements for each candidate with special educational needs.
- The SENCO is responsible for relevant testing and assessment of Access Arrangements that might be applied. The SENCO will ensure all requests for Access Arrangements are sent to the appropriate boards and process the replies.
- It is the responsibility of the Examination Officer to provide a separate room and invigilator for an individual or small group of candidates that require a reader/scribe.
- It is the responsibility of the SENCO to allocate a suitable member of staff to support the candidate e.g. to read/scribe/etc.
- Information of any candidates with Access Arrangements e.g. extra time, must be available to the invigilator in the examination room and recorded on the official seating plan.

## **8. Access Arrangements**

- Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- Rooming for access arrangement candidates will be arranged by the Examinations Officer.
- It is the responsibility of the Examination Officer to liaise with the IT Support to provide Word Processors/Laptops for candidates with relevant Access Arrangements. Spell check and internet facility must be disabled in accordance with JCQ Instructions
- Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

## **9. Contingency Planning**

Contingency planning for exams' administration is the responsibility of the Head of Centre and the Senior Leadership Team.

**\*\*PLEASE SEE ATTACHED APPENDIX 2 – Examinations' Contingency Plan.\*\***

## **10. Managing Invigilators and Exam Days**

### **Managing Invigilators:**

- External invigilators will be used for exam supervision.
- They will be used for all Examinations.
- Securing the necessary Criminal Background checks by Access NI for new invigilators is the responsibility of the individual Invigilator.
- School will take responsibility for checking the Identification of each Invigilator to complete the process of Access NI. This will ensure that School are aware of checks being completed.
- Fees for securing such clearance are paid by the individual Invigilator.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilators' rates of pay are set by the Education Authority.

### **Exam days:**

- The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management is responsible for setting up the allocated rooms.
- The lead invigilator will start all Examinations in accordance with JCQ guidelines.
- Subject staff, if available, should be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be



attempted. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

- In practical exams, subject teachers may be on hand in case of any technical difficulties, but may not assist with suggestions e.g. of use of colour, materials or method.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department/faculty after the end of the exam session once all candidates have finished.
- Please see Appendix 1 on Exams' Officer absence.

## **11. Candidates, Clash Candidates and Special Consideration**

### **Candidates:**

- The Centre's published rules on acceptable dress, behaviour and candidate's use of mobile phones and other electronic devices apply at all times
- The JCQ's published rules on acceptable behaviour and candidates' use of mobile phones and all electronic devices apply at all times. (See JCQ Website)
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. The School will contact home if any pupil is disruptive in external exams.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of the Invigilating staff must accompany them at all times.
- The School will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.
- The Examinations Officer is responsible for handling late or absent candidates on the exam day.

### **Clash candidates:**

The Examinations Officer and external invigilators will be responsible as necessary for supervising candidates with exam clashes. Overnight supervision as necessary and in accordance with the JCQ rules and regulations

### ***Special consideration:***

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator or the examinations officer, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam, for example by providing a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration application to the relevant awarding body before the Examining Bodies deadline.

## **12. Examinations Internal Appeals Procedure**

### **Controlled Assessment/Coursework and BTEC Assessments:**

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date. It is the duty of the Heads of Department to ensure that all internal/controlled assessments are conducted within the set deadlines and in accordance with the rules and regulations set by JCQ.
- Heads of Department will ensure all internal / controlled assessment is ready for despatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.
- Marks for all internally assessed work are provided to the Examinations Office by the heads of department.

### **Appeals Against Internal Assessments:**

The JCQ requires the centre to publish a separate procedure relating to internal assessment decisions, which is available from the Exams' Office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 31st May to the Head of Centre who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

### **13. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)**

#### **Results**

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses.

Arrangements for the school to be open on results days are made by the Head of Centre.

#### **EARs – EXTERNALLY MARKED UNITS**

After the publication of results, the following services are offered by the awarding bodies and can only be applied for by the centre.

- Service 1 (Clerical re-check)
- Service 2 (Post-results review of marking)
- Priority Service 2 (Post-results review of marking)

Staff at Glengormley High School may decide that they think one of these services is appropriate for a candidate. In this case the School will pay for the enquiry. However, the Head of Department MUST obtain the written consent of the candidate on the appropriate form before proceeding.

A candidate may also wish to apply for one of these services. The candidate should first approach their subject teacher or the Head of Department to see if they think that this is appropriate and should seriously consider the advice given. The candidate will be required to pay for the service before any request can be processed.

Candidates must understand that in requesting a 'Post-results review of marking' through the external examination board, their marks can go down as well as up. The remarked paper then forms part of the final grade. Therefore, written consent of the candidate is essential.

If the candidate is insistent that one of the services should be asked for and is unwilling to pay the required fee, he/she can adopt the appeals procedure. This process, outlined on the next page, will normally only be required when all other mechanisms within the School have failed to resolve the matter. It will be the final stage in the normal process of considering and resolving disputes. It is expected that it will be used only in exceptional circumstances.

#### **ATS – ACCESS TO SCRIPTS**

After the release of results, candidates may ask subject staff to request the return of papers within the deadlines set by the awarding bodies.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

AS/A2/GCSE re-marks cannot be applied for once an original script has been returned by the awarding body.

## 14. Malpractice

'Malpractice' means any act, default or practice which is a breach of the Regulations or

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or Centre, any officer, employee or agent of any awarding body or centre.

A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements of the Joint Council for Qualifications also constitutes malpractice. The centre will investigate and report to the appropriate awarding body all cases of suspected malpractice in accordance with the Joint Council's policies and procedures.

Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or examining body (Joint Council for Qualification) will be followed by the school.

Malpractice associated with external examination for the purposes of this policy includes the following:

- Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
- The use of mobile phones and other electronic devices during exams
- The passing of information between students during an examination
- Taking unauthorised material into the examination room

Where malpractice is discovered in coursework, then the appropriate Head of Department will discuss the matter with the Head of Centre and the Examinations Officer. The action taken will depend on the severity of the malpractice that has taken place.

- In some circumstances, candidates will be required to re-submit the work.
- In some circumstances, the work will be destroyed and not entered for assessment. This will reduce the grade available to the candidate.
- In extreme circumstances, the incident will be reported to the relevant awarding body.

Where malpractice in coursework is discovered by the awarding body, then the awarding body will follow their own malpractice procedures. (Details of these procedures can be found in the JCQ Suspected Malpractice in Examinations and Assessments document).

All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered.

a) In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies.

b) Candidates must therefore ensure that malpractice does not take place at any stage during the examination and assessment process.

JCQ Malpractice Document can be found here: (Note that this document is revised every year).

<https://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2017-18>

### **Certificates**

*Certificates are collected and signed for.*

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for 12 months.

Lost Certificates can be requested from the relevant exam boards. A transcript of results can be arranged if necessary.

### **Monitoring and Evaluation**

This exam policy will be reviewed every two years. This exam policy will be reviewed by the Head of Centre and the Examinations Officer.

Signature Principal

Signature Chair, Board of Governors

Date

## APPENDIX I – EXAMS’ OFFICER ABSENCE

### **On the day of an exam:**

- Caretaking staff should have set up the rooms in line with the plans given to them.
- Support staff (Classroom Assistants/Invigilators) should arrive between 30 and 15mins before the exam is due to start, in line with schedules given to them.
- The seating plans for all exams will be stored in a file marked ‘Seating Plans’ on my desk in the office. **The Chief Invigilator will also have a copy of these and will have set out pupil desk cards accordingly.**
- The official exam registers for non-CCEA subjects will be stored in a box file on my desk marked ‘Upcoming Exam Registers’. The official exam registers for CCEA subjects will arrive with the Chief Invigilator.
- A copy of **all** exam registers will be stored in a file marked ‘Exam Registers’ These should be enlarged to A3 and put up outside each exam room being used to help the pupils find their seat.
- The rooms should be checked for accurate seating plans, working clocks, a flip chart to display the time, and row letters attached to desks.
- The exam papers are stored in the store in 5G. The key for this door is the same set of keys used to access the School Safe – please ask Michelle for these.
- The keys for the exam cabinet are stored in the locked filing cabinet under my desk, on a clear key ring.
- The key for this cabinet is stored in the top drawer of my desk on a clear key ring.
- Open the top drawer. The keys to the exam cupboard are in a clear bag labelled “Exam Keys”. Inside, is a key ring containing three keys:
  - One Key opens the door of the Exam store. A Master key will also be needed from the caretakers to open the door of the Exam Store.
  - One key opens the padlock on the steel bar,
  - One key opens the door to the cabinet itself.

Please see photographs for clarification:



- Once the cabinet is open, the exam papers will have been stored in chronological order. Find the correct paper for the session on the 'Exam Store Log Book' and note the date and time of removal.
- Lock the cupboard, and return all keys to original location.
- Papers should then be brought to the office, and should remain unopened until Chief Invigilator arrives. The codes need to be double checked in her presence before the bags can be opened, and papers removed.
- Chief Invigilator can take papers to exam room and begin to set up.
- Boxes for storage of mobile phones on are on top of the filing cabinet in the office.
- Yellow box files containing exam stationery are also on top of this filing cabinet. One box should be provided for **EVERY** exam room, as this contains official JCQ guidelines for Invigilators/Scribes/Readers/Prompts.
- A black folder should be sent into each exam room containing the following:
  - Note for invigilators regarding start/finish times and labels on bottles
  - Behaviour Log for Invigilators to fill in
  - Cover sheet for any pupils requiring a scribe/using a laptop (this will need to be signed by the person standing in for the Exams' Officer)  
Postage bag/label (can be found in the Exams' stationery cupboard)  
For non-CCEA exams, desk cards (printed from SIMS EXAMS – A. Nevin should be able to do this) and a seating plan (from the box file should be provided).
- Stay vigilant when pupils are entering the exam rooms, especially for the use of mobile phones, and ensure that this process is completed quietly and calmly.

- Liaise with the SENCO/Classroom Assistants about who is covering the pupils with Access Arrangements and which arrangements need to be in place.

**Clarify who does, and who does not receive extra time/a reader.**

- Allow the Chief Invigilator to start the exam in the main Hall.
- Make sure the exams start in all other rooms promptly.
- Once Invigilators in each room have marked the official register, make a phone call to those pupils who have failed to arrive.
- Check on the exams rooms during the exam, where possible.
- Once the exam is finished, the Chief Invigilator will bring the exam papers to the office. CCEA subjects should be recorded in the Parcel Force book and locked in the office filing cabinet until collection. Non-CCEA subjects should be given to E. Williamson to post.
- Clear the contents of each black folder, making sure that any scribe/word processor cover sheets have been signed and included with the candidate's paper. Registers should be filed away and all other sheets returned to folders.

N.B. - For an afternoon exam on the same day, repeat the process. Please note, the papers for an afternoon session should NOT be removed from the cabinet until the afternoon i.e. They should NOT be taken out with the morning session papers.



## **APPENDIX 2 – Examination Contingency Plan – DRAFT**

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## **Purpose of the plan**

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Glengormley High School. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by information contained in the ***Joint contingency plan for the examination system in England, Wales and Northern Ireland*** where it is stated that *“Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”*

## **Causes of potential disruption to the exam process**

### **1. Exam officer extended absence at key points in the exam process**

In a period of extended absence, the Principal (as Head of Centre) would take responsibility for delegating the duties of the Exams Officer to a member of SLT/other Staff.

All members of the Support Staff team regularly receive training in how to invigilate exams and complete necessary administration. This team will be able to take responsibility for the required standard of room-set up, with the help of JCQ ICE Booklet as guidance.

The SENCo will be made responsible for the administration of all pupils who require an AAO.

The Chief Invigilator should be contacted through the school office and made aware of the Exams' Officer absence.

### **2. SENCo extended absence at key points in the exam cycle**

In the event of the extended absence of the SENCo, appropriate back-filling of responsibilities would be decided upon by the Principal who is the Head of Centre.

### **3. Teaching staff extended absence at key points in the exam cycle**

In the event of a period of extended absence of a member of the teaching staff, the Coordinator for the curriculum area would arrange teaching cover from within the staff team and/or the wider staffing establishment at Glengormley High School. New staff providing cover would be briefed as part of their induction process on arrangements for assessment and examinations. Their practice in terms of assessments would be monitored by the Coordinator.

#### **4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

New invigilators undergo training by the Exams Officer. They are permitted to work independently once they, and the Exams Officer are happy that they are competent and confident in processes and procedures. Invigilators are required to refresh their knowledge of JCQ regulation changes through the ICE Booklet provided. Glengormley High School should retain a pool of approximately 10 invigilators. When invigilators resign/retire from the pool, recruitment procedures are begun. Within the wider staff, colleagues may be required to assist during main exam sessions (mainly GCSE English and Mathematics) and are briefed by the Exams Officer with regard to their responsibilities and duties. Minor absence issues (such as an invigilator calling in sick) are covered by contacting another invigilator from the pool.

#### **5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

The majority of exams are accommodated in the Assembly Hall, Gym, Drama Theatre, Sixth Form Centre and standard size classrooms/ICT suites and the Exams Officer works closely with the Caretaking staff in order to utilise rooms effectively.

#### **6. Failure of ICT systems**

Glengormley High School endeavors to minimise any ICT disruption via resilient design and preventative maintenance. In the event of an issue this would be dealt with the ICT Technicians who test and update the systems on a regular basis. Where such failure impacted on scheduled exams, steps would be taken to resolve the problem as quickly as possible.

#### **7. Centre unable to open as normal during the exams period**

In the event of the Centre not being able to open as normal, appropriate communication with the relevant Awarding Bodies would be undertaken by the Exams Officer and alternative options would be explored such as moving exams to an external location (such as nearby schools, leisure centres, hotels, etc. and appropriate transport arrangements would be made). All arrangements would be agreed with the Awarding Body before being put in place. In such instances, details would be communicated to candidates via the school's website, Facebook, email and text facilities. Staff involved in exams (including invigilators) would be contacted by email, telephone and text.

#### **8. Candidates unable to take examinations because of a crisis – Centre remains open**

Response is dependent on the type of issue. The procedure for absence is outlined in the 'Information for Candidates' presentation, delivered by SLT before the exam season begins. A hardcopy of 'Information to Candidates' is given to all candidates.

If a candidate is able to sit the exam but cannot attend the Centre due to a crisis, appropriate communication with the relevant Awarding Bodies would be undertaken by the Exams Officer and alternative options would be explored (home, hospital, alternative Centre etc.). Appropriate use of Special Consideration policies would be applied should the candidate/candidates be unable to attend due to unforeseen circumstances and where alternative arrangements could not be made or are not agreed by the Awarding Body.

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

All scripts are returned using the designated dispatch methods prescribed by the Awarding Body concerned. Where this becomes unavailable or inappropriate, the Awarding Body will be contacted to discuss suitable alternatives.

## **10. Assessment evidence is not available to be marked**

In the event of large scale damage or destruction of completed examination scripts/assessment evidence before it can be marked, the Exam Officer would notify the Awarding Body immediately for advice and further instructions. Student marks would be submitted based on appropriate evidence and candidates would be given the opportunity to retake in a subsequent series.

## **11. Centre unable to distribute results as normal**

The Centre distributes the results 'as normal' via collection by learner. Where learners do not collect results in person, these will be distributed via collection by pupil/parent through the school office.

### **Further guidance to inform and implement contingency planning**

#### **Ofqual**

*Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland:*

[http://dera.ioe.ac.uk/22107/1/Joint%20contingency%20plan%20in%20the%20event%20of%20widespread%20disruption%20to%20the%20examination%20system%20in%20England%20Wales%20and%20Northern%20Ireland%20-%20GOV\\_UK.pdf](http://dera.ioe.ac.uk/22107/1/Joint%20contingency%20plan%20in%20the%20event%20of%20widespread%20disruption%20to%20the%20examination%20system%20in%20England%20Wales%20and%20Northern%20Ireland%20-%20GOV_UK.pdf)

#### **JCQ**

Guidance on *alternative site arrangements*: <http://www.jcq.org.uk/exams-office/forms>

*Instructions for conducting examinations*: <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

Guidance on *access arrangements and special consideration*: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>