





Bromley Adult Education College

Examination Contingency Plan

2023-24

Contents

The purpose of the Contingency Plan.....	3
Operating across more than one centre.....	3
National Centre Number Register and other information requirements	3
Qualifications covered by the plan	4
Possible causes of disruption to the exam process	4
1. Qualifications officer extended absence at a critical stage of the exam cycle.....	4
2. Tutor extended absence at a critical stage of the exam cycle.....	5
3. Invigilators - lack of appropriately trained invigilators or invigilator absence	5
4. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice .	5
5. Cyber-attack.....	6
6. Failure of IT Systems	6
7. Emergency evacuation of the exam room (or centre lockdown).....	6
8. Disruption of teaching time in the weeks before an exam – centre closed for an extended period.....	6
9. Candidates may not be able to take examinations - centre remains open.....	7
10. Centre may not be able to open as normal during the examination period	7
11. Disruption in the distribution of examination papers	7
12. Disruption to transporting completed examination scripts	8
13. Assessment evidence is not available to be marked	8
14. Centre unable to distribute results as normal or facilitate post results services	8
15. Widespread national disruption to the taking of examinations or assessments	9

Centre Number	14207
Policy Reviewed on	24/10/2023
Head of Centre signature (Helen Hart)	
Qualifications Officer signature (Veronica Hughes)	
Date of next review	01/09/2024

The purpose of the Contingency Plan

This plan examines potential risks and issues that could cause disruption to the exams process at Bromley Adult Education College. By outlining actions/procedures to be invoked 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 the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted* and the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the JCQ document **Preparing for disruption to examinations** (Effective from 1 September 2023).

This plan also confirms Bromley Adult Education College's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) that the centre has in place:

- a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, qualifications officer/SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

Operating across more than one centre

As the head of centre and/or qualifications officer operates across more than one centre, the head of centre will ensure there is suitable senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible in relation to recruitment, selection, training and support of staff. The arrangements covered in this contingency plan relate to the following centres:

- Kentwood Centre
- Poverest Centre (for Trinity exams only)

National Centre Number Register and other information requirements

The head of centre will also ensure that Bromley Adult Education College has a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself.

Qualifications covered by the plan

The qualifications covered by the plan are primarily externally assessed examinations delivered at Bromley Adult Education College.

NOTES

Where alternative sites are mentioned:

- Where administration/exams have been timetabled to be at the Kentwood Centre, the alternative site would be the Poverest Centre
- Where administration/exams have been timetabled to be at the Poverest Centre, the alternative site would be the Kentwood Centre

Possible causes of disruption to the exam process

1. Qualifications officer extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning

- Key dates for exams not identified and agreed with Curriculum Managers

Entries

- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams

- invigilators not trained or updated on changes to instructions for conducting exams
- exam timetabling and rooming allocation not prepared
- invigilators not identified for exam sessions
- candidates not briefed on exam dates and awarding body information for candidates
- confidential exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time

- exams/assessments not taken under the conditions prescribed by awarding bodies
- access to assessment arrangements not applied as identified
- required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking to awarding bodies

Results and post-results

- access to examination results affecting the distribution of results to candidates/tutors
- the facilitation of the post-results services
- results not entered into the MIS system
- certificates not distributed to successful candidates

Centre actions to mitigate the impact of the disruption

- Referring to roles, responsibilities and processes as detailed in the centre's **Exam Policy** where the qualifications officer role or other vital role may need to be covered by another person
- Senior staff to nominate staff to cover a role/task
- Work shadowing to take place to ensure other member/s of staff can cover when needed
- Relevant members of staff to be briefed on procedures so they can cover when needed

2. Tutor extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- Final entry information not provided to the qualifications officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

- Curriculum development managers to arrange course cover by another tutor and ensure that above tasks are completed

3. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- Insufficient invigilators identified and trained to cover exam sessions
- Invigilator absence on the day of an exam

Centre actions to mitigate the impact of the disruption

- A bank of invigilators to be identified and trained in excess of requirements
- Admin staff and other non-teaching staff to be trained as invigilators and able to cover at short notice

4. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Qualifications officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Main exam venue unavailable due to an unexpected incident at exam time

Centre actions to mitigate the impact of the disruption

- Senior managers/curriculum leaders to move courses to remote learning for exam day/s to ensure rooms are available
- If possible, exams to be taken at Bromley Adult Education's other centre, Poverest/Kentwood or in other local authority owned venues
- Consideration given to re-arranging exam dates if feasible or entering candidates for next available exam series

5. Cyber-attack

Criteria for implementation of the plan

- Where a cyber-attack may compromise any aspect of delivery

Centre actions to mitigate the impact of the disruption

- Promptly reporting any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery
- Having the relevant IT protection/firewalls in place to protect from cyber-attacks
- Ensuring that any assessments stored electronically are backed up securely on the centres IT system

6. Failure of IT Systems

Criteria for implementation of the plan

- Unable to access the Internet/college network due to a broadband problem or power outage during exams preparation or exam release time
- Power outage immediately prior to or during an on-screen test

Centre actions to mitigate the impact of the disruption

- Other Bromley Adult Education to be used where internet/college network/power is available so exams preparation/release of results can be achieved
- Relevant awarding body to be informed of any disruption and test re-arranged

7. Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan

- Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

- The JCQ/BAEC Emergency Evacuation Procedure for examinations to be followed
- A full report of the incident produced and retained on file
- Awarding body to be informed of the incident
- Apply for special consideration for candidates if relevant

8. Disruption of teaching time in the weeks before an exam – centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching time, interrupting the provision of normal teaching and learning

Centre actions to mitigate the impact of the disruption

- All teaching to go to remote learning
- Awarding bodies to be informed of disruption

9. Candidates may not be able to take examinations - centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend their exam due to illness or unforeseen circumstances
- Candidates may not be able to attend their exam due to local disruption

Centre actions to mitigate the impact of the disruption

- Alternative exam date offered, if applicable
- Remote invigilation option investigated
- Awarding body informed
- Implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP)

10. Centre may not be able to open as normal during the examination period

(Including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

- In the event of the centre being unavailable for examinations owing to an unforeseen emergency

Centre actions to mitigate the impact of the disruption

- Candidates to be kept informed of any alternative arrangements
- Awarding body to be notified
- Implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP)
- Consideration to rescheduling the exams, if possible
- Consideration given to applying for special consideration

11. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions to mitigate the impact of the disruption

- Awarding organisations to provide centres with electronic access to examination papers via a secure external network
- Ensure that copies are received, made and stored under secure conditions
- Awarding organisations to provide guidance on the conduct of examinations in such circumstances
- As a last resort, and in close collaboration with the centre and regulators, awarding organisations to consider scheduling of the examination on an alternative date

12. Disruption to transporting completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts/assessment evidence

Centre actions to mitigate the impact of the disruption

- Where examinations are part of the Parcel Force 'yellow label' collection service, advice should be sought from the awarding organisation
- Alternative arrangements should not be made unless told to do so by the awarding body
- In-house log to be kept of exam script collections
- For any exams where the centre makes their own arrangements for transportation, alternative dispatch options that comply with the requirements detailed in JCO *Instructions for conducting examinations* should be made
- Completed examination scripts should be kept in secure storage until collection

13. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked
- Completed examination scripts/assessment evidence does not reach awarding organisations

Centre actions to mitigate the impact of the disruption

- Tracking of examination scripts to be checked for status
- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement 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
- Candidates to be informed of developments and special consideration applied for, where appropriate

14. Centre unable to distribute results as normal or facilitate post results services

Criteria for implementation of the plan

- In the event of the centre being unavailable on results day owing to an unforeseen emergency, centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions to mitigate the impact of the disruption

- Results to be accessed from the alternative site in agreement with the relevant awarding organisation
- Post results services to be coordinated from the alternative site

15. Widespread national disruption to the taking of examinations or assessments

Criteria for implementation of the plan

- In the event of a widespread sustained national disruption to examinations or assessments

Centre actions to mitigate the impact of the disruption

- National government departments will communicate with regulators, awarding organisations and centre prior to a public announcement
- Regulators will provide advice to government departments on implications for examinations and assessments, including exam timetables
- Centre to inform GCSE candidates of designated contingency days for June 24 series:
 - Wed 26 June 2024 – contingency day
 - Thu 6 June 2024 - contingency afternoon
 - Thu 13 June 2024 – contingency afternoon
- Centre to inform GCSE candidates to remain available until Wednesday 26 June