



KING WILLIAM'S COLLEGE

---

# King William's College Examination Contingency Plan

Issue date: 02/18

Last Reviewed: 09/23

Next Review Due: 10/24

Mike Roberts (Deputy Head Academic)

Karen Brew (Examinations Officer)

Alasdair Ulyett (IB Co-ordinator)

# KING WILLIAM'S COLLEGE

## EXAMINATION CONTINGENCY PLAN

### Background

This document has been produced as a requirement of the Joint Council for Qualifications, in order to address courses of action appropriate in the event of a major disruption to the examination system

Whilst this document specifically addresses the requirements for GCSE and IGCSE Examining bodies, it also applies to the International Baccalaureate Diploma Programme. Further guidance can be found in the IBO published document: *The conduct of IB Diploma Programme examinations*. Any contact with the IBO is via the IB Co-ordinator.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards. Priority will be given to meeting published timetables for assessments and results, and in complying with the regulations of the Awarding Bodies.

### 1. Absence of Examination Officer

The term Examination Officer refers to that person appointed by the Head of Centre to act in matters relating to the administration of Awarding Body examinations and assessments.

- 1.1 In the event that the Examination Officer is unable to attend at any stage, then all the duties associated with that role would be handled by one of the Assistant Examination Officers, with the support of the Head of Centre (the Principal) and the Deputy Head Academic. This may include release from part of their teaching timetable in order to be able to deal with examination matters in a timely manner.
- 1.2 In the event that the Head of Centre is unable to attend at any stage, then all the duties associated with that role would be handled by one of the Deputy Head Academic. This may include release from part of their teaching timetable in order to be able to deal with examination matters in a timely manner.
- 1.3 In the event that the SENCO is absent in a critical stage in the examination cycle, then suitable cover by a qualified, experienced person will be arranged by the Head of Centre.

### 2. Disruption of teaching time

This part of the plan is to be used if either of the following apply:

- a) the school has been closed for an extended period of time during normal teaching, interrupting the provision of normal teaching and learning
  - b) a candidate has been unable to attend school for an extended period of time, interrupting the provision of normal teaching and learning
- 2.1 It is the responsibility of the school to prepare candidates for examinations.
  - 2.2 In the event that the school is closed for a significant period of time, the Head of Centre and Senior Leadership Team will give priority to examination candidates in deciding the course of action.

- 2.3 In the event that a candidate is unable to attend for a significant period of time, then an alternative method of learning should be put in place. This is the responsibility of the Head of Centre and Senior Leadership Team.

### **3. Examination Papers not available**

#### **3.1 Non-delivery of examination papers in time for the exam**

This part of the plan is to be used in the event of the examination papers not being delivered to the Exam Centre in time for the timetabled examination. It should be brought into play no later than 24 hours before the published time for the examination

- 3.1.1 The Examination Officer/IB Co-ordinator should contact the appropriate Awarding Body to advise that the examination papers have not arrived
- 3.1.2 The Awarding Body will make available an electronic version of the examination paper. This will be provided via a secure external network. If the electronic transfer is not possible, then the Awarding Body will fax a copy of the examination paper
- 3.1.3 The Examinations Officer/IB Co-ordinator must duplicate the necessary number of examination papers. This must be done securely, so it will be necessary to make use of a photocopier which is not in a public area. It is suggested that the photocopier in the Bursary building would be the most appropriate one.
- 3.1.4 The duplicated examination papers must then be sealed in an envelope. On the outside of the envelope the date and time of the examination, together with the details of the paper should be clearly displayed
- 3.1.5 The envelope containing the emergency examination papers should be transferred to the secure store, and will thereafter be handled following the normal procedures.

#### **3.2 Secure storage facilities compromised**

This part of the plan is to be used in the event of a natural disaster, fire, theft, loss or damage, or any other circumstances which render the existing secure storage facilities at risk

- 3.2.1 The Examinations Officer/IB Co-ordinator must contact the Awarding Bodies immediately, and be guided by advice received.

### **4. Candidates unable to take an examination**

#### **4.1 Individual candidate(s) unable to attend the examination**

This part of the plan is to be used in the event of a candidate having a crisis which renders them unable to attend the examination as normal.

- 4.1.1 The Examinations Officer/IB Co-ordinator must contact the Awarding Bodies immediately, and be guided by advice received.
- 4.1.2 Provided that candidates have fulfilled minimum requirements of the examination, an application for Special Consideration should be submitted, together with details of the circumstances.
- 4.1.3 If an alternative approved venue cannot be identified, candidates must be given the opportunity to sit any examinations missed in the next available examination series.

## 4.2 Closure of the school

This part of the plan is to be used in the event of closure of the school as a result of severe weather. It also includes natural disaster, fire, theft, loss or damage, or any other circumstances which render the existing exam accommodation unavailable.

- 4.2.1 Responsibility for deciding whether it is safe for the centre to open rests with the Head of Centre. The Head of Centre is responsible for acting on advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- 4.2.2 If possible, King William's College should open for examinations and examination candidates only.
- 4.2.3 The Examinations Officer/IB Co-ordinator must contact the Awarding Bodies immediately, and be guided by advice received as to whether it is possible to use an alternative venue. This may include Buchan School, other neighbouring examination centres, or public facilities.
- 4.2.4 Provided that candidates have fulfilled minimum requirements of the examination, an application for Special Consideration should be submitted, together with details of the circumstances.
- 4.2.5 If an alternative approved venue cannot be identified, candidates must be given the opportunity to sit any examinations missed in the next available examination series.

## 4.3 Partial closure of the school buildings

This part of the plan is to be used in the event of closure of the part of the school buildings in an area where examinations were to have been held. This covers severe weather, natural disaster, fire, theft, loss or damage, or any other circumstances which render the existing exam accommodation unavailable.

- 4.3.1 Provided that the examination can be taken within the school site, and that all regulations relating to setting up examination rooms are met, then the examination can be moved to another room and/or rooms within King William's College.
- 4.3.2 If it is not possible to identify an alternative venue within the KWC site, then the Examinations Officer/IB Co-ordinator must contact the Awarding Bodies for guidance. This includes any possible use of the Buchan School site as an alternative examination venue
- 4.3.3 If an alternative approved venue cannot be identified, candidates must be given the opportunity to sit any examinations missed in the next available examination series.

## 4.4 Failure of IT systems eg network or Cyber Attack

KWC actions to mitigate the impact of the disruption:

- 4.4.1 IT Department to assess impact of failure/attack and mitigate damage.
  - 4.4.1.1 Servers and network may be shut down to qualify if cyber attack happened and prevent any/further damage.
  - 4.4.1.2 IT's security specialist supplier notified to assess potential impact of cyber-attack.
  - 4.4.1.3 Exams Office: Awarding bodies to be informed if there is disruption and an extension to the deadline should be requested, where appropriate.
  - 4.4.1.4 Note - Special Consideration can be applied for in the event of a serious disruption.
- 4.4.2 Exams Office and access obtained by mobile device(s) and laptops outside of network via mifi/mobile 4G router
- 4.4.3 Exam and results information provided via above route if required:
  - 4.4.3.1 Exam boards will be contacted to request information required for results to ensure students can still receive them via Awarding bodies secure sites.

4.4.3.2 Results may be downloaded for students to receive.

4.5 Any cyber attack will be reported to our insurers.

4.6 In the event of a successful cyber attack, the risk will be assessed. Where appropriate, the event will be reported to the ICO, local law enforcement and IOM OCSIA.

## **5. Disruption to postal services**

This part of the plan is to be used in the event of a delay in normal collection arrangements for completed examination scripts

5.1.1 If the delay is very short-term, for example non-availability of completed scripts before the final daily postal collection, the completed examination scripts should be packed ready for despatch as normal, and placed in the secure storage area. It should then be despatched as normal on the next working day.

5.1.2 If the delay is likely to be more serious, for example as a result of industrial action, or severe weather or transport difficulties affecting postal services to and from the island, then the Examinations Officer/IB Co-ordinator will firstly contact Isle of Man Post for an update on when services are expected to resume. If there is a reassurance that services will resume within 48 hours, then the examination scripts should remain in secure storage, and despatched at the next available opportunity

5.1.3 If the delay is likely to be more than 48 hours (excluding weekends and Bank Holidays), the Examinations Officer/IB Co-ordinator should contact the relevant Awarding Body for the examination(s) affected for advice.

## **6. Assessment evidence missing or damaged**

This part of the plan is to be used in the event of large scale destruction of completed examination scripts or assessment evidence before it can be sent to the examiner, moderator, or scanning centre.

6.1.1 The Examinations Officer/IB Co-ordinator should contact the Awarding Body immediately.

## **7. Distribution of Results problems**

7.1 Pre-processing of Results (relates to JCQ qualifications: GCSE and IGCSE)

This part of the plan is to be used in the event of:

- a) Failure of the school computer system, leading to not being able to download results files in the normal manner
- b) Closure of the school and/or buildings on the results pre-processing day

7.1.1 The Examination Officer should contact the appropriate Awarding Body to seek advice. This may include:

- a) Permission to access results files at an alternative site. The preferred secure venue would be the Buchan School, if this is approved by the Awarding bodies.
- b) In the event that this was also unavailable other possibilities include nearby registered Examination Centres, if this is approved by the Awarding bodies.

This would ensure that data could be kept secure and confidential. Results could be uploaded into the iSAMS database and result statement printed.

## 7.2 Distribution of results to candidates (relates to JCQ qualifications: GCSE and IGCSE)

This part of the plan is to be used in the event of closure of the school and/or buildings on the day of distribution of results

- 7.2.1 In the event that the planned section of the building could not be opened, then an alternative venue within the KWC site would be made available by negotiation with the Head of Centre or Deputy Head Academic.
- 7.2.2 If it is not possible to identify an alternative venue at KWC, then a venue at the Buchan School would be identified, in conjunction with the Head of Buchan School.
- 7.2.3 If it is not possible to identify a venue for candidates to collect their results in person, then statements of results should be posted as quickly as possible
- 7.2.4 In any case, results should be published through the iSAMS Parent Portal as planned, although it may be desirable to bring this time forward to 10:00 am. *It is not permitted to publish results earlier than 9:30am*

## 7.3 Awarding Bodies difficulties

This part of the plan is to be used in the event of

- a) the inability of the Awarding Bodies to meet the planned schedule for issue of results, or to issue results as planned due to a systems failure, or
  - b) System error/failure or attack on systems meaning that significant numbers of results cannot be validated as accurate, or having been issued are found to be inaccurate.
- 7.3.1 For JCQ qualifications this eventuality is covered by the *Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland*, as published by OfQual.
  - 7.3.2 For the IB Diploma, the IB will release missing examination results to the school and the students as soon as they are available.

## 8. 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*  
<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### JCQ

*General regulations*  
<http://www.jcq.org.uk/exams-office/general-regulations>

*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>

*A guide to the special consideration process*  
<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

### IBO

*Diploma Assessment Procedures*

### GOV.UK

*Emergencies and severe weather: schools and early years settings*  
<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*  
<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning*  
<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>