



Trafford Alternative Education Provision

# **Exam System Contingency Policy**

**[2023]**

Policy Name:	Exam System Contingency Policy
Policy Number:	63
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Review Date:	September 2024
Person Responsible:	Linda Thompson Executive Headteacher
Approved By:	Trafford Alternative Education Management Committee
For Action By	Senior Leadership Team
For Information to:	All Staff
General Data Protection Regulations (GDPR)	This policy document has been reviewed in compliance with GDPR (May 2018)  Linda H Thompson, Executive Headteacher



## **Trafford Alternative Education Provision**

### **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

## THE POLICY PURPOSE

In case of localised disruption to Trafford Alternative Education Provision or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based upon the 'Joint Contingency Plan' issued by OFQUAL to all Awarding organisations and other stakeholders. The plan is exhaustive and ranges from contingencies that affect only the Awarding organisations to those that affect individual pupils. Included in this document are those contingencies that are likely to affect Trafford Alternative Education Provision and its pupils.

The key to dealing with any disruption is communication. This is particularly important with regards to any form of disruption that affects individual pupils and external examinations.

The advice in such cases is to contact Trafford Alternative Education Provision at the earliest opportunity by telephone number 0161 912 1479 and to contact the Examinations Officer by **email: [mike.scragg@trafford.gov.uk](mailto:mike.scragg@trafford.gov.uk)**

This document should be read in conjunction with the relevant sections of Trafford Alternative Education, (Trafford Medical Education Service website), dealing with weather updates and bad weather procedures.

### **1. Disruption of teaching time – Trafford Alternative Education Provision is closed for an extended period.**

#### **Criteria for implementation of the plan.**

Trafford Alternative Education Provision is closed or the candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

- Where there is disruption to teaching time and students miss teaching and learning it remains the responsibility of Trafford Alternative Education Provision to prepare students, as usual for examinations.

#### **Recommended Actions:**

- In the case of modular courses, Trafford Alternative Education Provision may advise candidates to sit examinations in an alternative series.
- Trafford Alternative Education Provision should have plans in place to facilitate alternative methods of learning.

We will follow DFE guidance on emergency planning, with the advice on severe weather. This is available on the Departments for Education website:

[www.education.gov.uk/Services/adminandfinance/emergencyplanning/a0069425/advice-on-severeweather](http://www.education.gov.uk/Services/adminandfinance/emergencyplanning/a0069425/advice-on-severeweather)

## **2. Disruption in the distribution of examination papers.**

### **Criteria for implementation of the plan**

If disruption to the distribution of examination papers to the Trafford Alternative Education Provision in advance of examinations occurs:

#### **Recommended actions:**

- Awarding organisations to provide the Trafford Alternative Education Provision with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hardcopies.

## **3. Candidates unable to take examinations because of a crisis – Trafford Alternative Education Provision remains open**

### **Criteria for implementation of the plan**

- If candidates are unable to attend to examination take examinations as normal.

#### **Recommended actions:**

- Trafford Alternative Education Provision to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- Trafford Alternative Education Provision to offer candidates an opportunity to sit and examinations missed at the next available series.
- Trafford Alternative Education Provision to apply to Awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by the Trafford Alternative Education Provision not to attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.

#### **4. Trafford Alternative Education Provision is unable to open as normal during the examination period**

##### **Criteria for implementation of the plan**

- Trafford Alternative Education Provision unable to open as normal for scheduled examinations

##### **Recommended action:**

- If Trafford Alternative Education Provision is unable to open as for examinations we will inform each Awarding organisation with details of which examinations are due to be taken as soon as possible. The responsibility for deciding whether it is safe for Trafford Alternative Education Provision to open lie with the Executive Head of Trafford Alternative Education Provision is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- Trafford Alternative Education Provision to open for examinations and examination candidates only, if possible.
- Trafford Alternative Education Provision to use alternative venues in agreement with relevant Awarding organisations.
- Trafford Alternative Education Provision may offer candidates an opportunity to sit any examinations missed at the next available series.
- Trafford Alternative Education Provision to apply to Awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).

#### **5. Disruption to the transportation of completed examination papers**

##### **Criteria for the implementation of the plan**

- Delay in normal arrangements for the return of completed examination scripts.

##### **Recommended actions:**

- In the first instance Trafford Alternative Education Provision Service to seek advice from awarding organisations.
- Trafford Alternative Education Provision to ensure secure storage of completed examination papers until collection.

## **6. 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.

### **Recommended actions:**

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations.

Candidates to retake affected assessment at subsequent assessment window

## **7. We are unable to distribute results as normal**

### **Criteria for implementation of the plan**

- .We are unable to access or manage the distribution of results to candidates, or to facilitate post results services.

### **Recommended actions:**

- We will contact awarding organisations about alternative options
- Make arrangements to access its results at an alternative site
- Make arrangements to coordinate access to post results from an alternative sites share facilities with other centres if this is possible.

## **8. Exams Officer is unable to fulfil role**

### **Criteria for implementation of the plan**

- Exams officer is unable to come to work due to illness, injury or other crisis.

### **Recommended actions:**

- Deputy Head of TAEP is able to fulfil the duties of the Exam's Officer with the assistance of other members of the Senior Leadership Team and administration team.

Other Trafford Alternative Education Provision documents linked to this policy:

Trafford Alternative Education Provision Examination Policy and Procedures.

**Summary of responsibilities in the event of disruption to examinations.**

<b>Awarding organisations are responsible for</b>	<b>Examination centres are responsible for</b>
	Preparing plans for any disruption to exams as part of centres general emergency planning
Ensuring centres receive examination materials for scheduled examinations	Preparing candidates for examinations
	Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations
	Ensuring, where relevant, that assessments materials and candidate work are stored under secure conditions
	Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open
Advising centres on possible alternative examination arrangements and declining/approving proposals for alternative examination arrangements	Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations.
Evaluating and declining/approving requests for special consideration	Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding organisation.

**Signed: M.Scragg**

**Date: September 2022**