



## **Examination Contingency/Administration Policy/Plan**

The following procedures will be put into place to safeguard the examination administration procedure in the event of a staffing shortfall in the Examinations team.

In the first instance the staffing arrangement at St Clement's High School should allow for the protection of the examination system. In the event of the absence of the Examinations Officer, another member of the Examinations team will cover for the duration of the absence.

In order to safeguard all aspects of examination administration the following systems will be upheld, to ensure that, in the event of staff shortage, the administration of examinations can proceed in a controlled, organised manner.

### The Examination Administration folder

-The Examination Administration folder contains a list of essential key dates. This list can be used to identify exactly where, in the examination cycle, the school is at any given time and which tasks are relevant for that specific period.

- A list of contact details for all examination staff across the Trust can found in the Examination Administration Folder. All staff are available to provide support for each of the stages below.

### Entries

A copy of estimated entries for the current academic year will be kept in the Examination Administration folder to provide information on syllabus and examination codes. This will allow for the creation of marksheets and exam entries. Practical support, if required, will be available from Trust examination staff.

When entries have been made, a list of entry codes and totals will be given to the relevant staff to check and confirm and placed in the Examination Administration folder.

### Non-examination assessments

NEA marks must be obtained from relevant Heads of Department and/or subject teachers and submitted via the secure areas for relevant exam boards. Exam boards differ in their requirements regarding NEA and care must be taken to ensure these are adhered to. Sample requests will be received in due course (or can be obtained from the secure areas) and moderator samples can then be dispatched.

### Invigilation

The Invigilator folder contains contact and availability details for all invigilators currently employed by the school.

### Access Arrangements

Details of all students entitled to examination concessions are available in the Examination Administration folder.

### Timetabling/examination scheduling and examination organisation

Examination timetables will be publicly distributed on the school website and a master copy will be kept in the Examination Administration folder. This will provide information on rooming and scheduling of examinations. More detailed timetables, detailing invigilation and access arrangements will be distributed to invigilators and held in the Examination Administration folder.

### Examination packs

Exam packs are provided for each examination room. They contain:

- Coversheets detailing all information relevant to a specific exam. These include paper references, duration, rooming, number of candidates, stationary requirements and any details of students entitled to exam concessions and erratum notices.
- Seating plans.
- Attendance registers.
- Scribe and word processor cover sheets.
- Specific details and instructions for invigilators.

Examination packs are assembled in advance of examinations and stored securely with the relevant examination papers.

### Storage/access to papers

Access to papers and the secure storage will be restricted. However, the keys to the secure storage will be kept securely in the school so that access can be given to the appointed person by the Head of Centre. Papers are to be logged at reception on delivery and moved immediately to the secure storage. When unpacked they should be checked carefully to ensure the correct numbers/paper references.

### Examination day

In the event of absence on an examination day, given that timetabling and exam packing will have been completed in advance, invigilators will be able to organise the running of the exam. Invigilators will attend an annual training session to ensure that they have the knowledge needed to uphold the integrity of the examinations.

### Dispatch of Scripts

Step by step instructions on dispatching scripts will be kept in the Examinations Administration folder. These will include details of where the relevant stationary is stored and contact details for the exam boards.

### Special Consideration Applications

Applications for Special consideration must be made to the relevant boards within seven days of the last examination in the series in each subject. An on-going record of special consideration and any evidence will be kept in the Examination Administration folder.

### Pre-results preparation

Necessary SIMS updates will be installed by IT. Named envelopes are to be prepared, ready for Candidates' Statements of Results.

### Results

Results will be printed on the early release days. Results will then be placed in named envelopes ready for distribution on the results release days.

### Post-Results

Teaching Staff will be sent relevant forms and given relevant information on the post-results services prior to results days. Students will be made aware of their right to request Post-Results Services and their right to appeal as detailed in the ATS, EAR & Appeals Policy.