



**EXAMINATIONS CONTINGENCY PLAN
2021/2022**

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Purpose of the Contingency Plan

The aim of this Plan is to prepare for possible disruption to exams and other assessments and make sure staff are aware of these plans. The plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at St. Fatima School – Nasr City. 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.

This plan should be read jointly with the SFS Contingency Plan.

This plan draws on the JCQ Guidance of [What Schools, Colleges and Other Centers Should Do if Exams or Other Assessments Are Seriously Disrupted](#).

Causes of potential disruption to the exam process

Cases of Covid-19 may affect School site, students and School staff, resulting in partial closure or extended periods of absences or self-isolation.

1. Exam officer's extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle are not undertaken, these may include:

- *Planning*
 - annual exams plan not produced identifying essential key tasks, key dates and deadlines
 - sufficient invigilators not assigned and/or trained
- *Entries*
 - awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
 - 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*
 - exam timetabling, rooming allocation; and invigilation schedules not prepared
 - candidates not briefed on exam timetables and awarding body information for candidates
 - 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
 - required reports/requests not submitted to awarding bodies during exam/assessment periods
 - e.g. very late arrival, suspected malpractice, special consideration
 - candidates' scripts not dispatched as required to awarding bodies
- *Results and Post-Results*
 - access to examination results affecting the distribution of results to candidates
 - the facilitation of the post-results services

Centre Actions:

- Head of Centre to appoint a suitable Deputy Examinations Officer as rapidly as possible,

who will follow procedures and practices within the Examinations Officer remit.

- Exams Officer to ensure essential information is available to Head of Centre.
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times.
- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1).

2. Staff member acting as SENCo Designated Lead extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- *Planning*
 - candidates not tested/assessed to identify potential access arrangement requirements
 - evidence of need and evidence to support normal way of working not collated
- *Pre-Exams*
 - approval for access arrangements not applied for to the awarding body
 - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
 - staff providing support to access arrangement candidates not allocated and trained
- *Exam Time*
 - access arrangement candidate support not arranged for exam rooms

Centre Actions:

- At all times the role of SENCO is performed by the designated team of staff members
- Principal/Head of Centre to appoint a suitable staff member as rapidly as possible, who will follow procedures and practices within the SENCo remit.
- Exams Officer to ensure essential information is available to Head of Centre
- Exams Officer to ensure Exam Cycle, policies and procedures are up to date at all times.

3. Heads of Department extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received*
- *Final entry information not provided to the exams 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
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

S F S Centre actions:

- Principal/Head of Centre to ensure departmental continuity by requesting an alternative member of staff takes responsibility for the actions above.

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

Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam*

Centre actions:

- Examinations Officer to maintain a short list of suitable candidates.
- Head of Centre/Examinations Officer to review training procedures regularly and put in place additional training as required.
- Examinations Officer to ensure a specific Exams Day Contingency Plan is in place (Appendix 1)
- Examinations Officer to ensure a specific Emergency Evacuation Plan is in place (Appendix 2)
- Examinations Officer to ensure an Incident Log is in place (Appendix 3).

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

Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an unexpected incident at exam time*

Centre actions:

- Pre-planning at all stages is essential.
- Head of Centre and Examinations Officer to continually review all stages of the process.
- The Hall One to be first option as alternative venue for emergency accommodation. St. Fatima Primary School to be used as an Emergency Venue.
- Emergency Evacuation plan should be in place (Appendix 2)

6. Failure of IT systems

Criteria for implementation of the plan

- *IT system failure at final entry deadline*
- *IT system failure during exams preparation*
- *IT system failure at results release time*

S F S Centre actions:

- Head of Centre and examinations to contact in-house IT department.
- Examinations Officer to contact all Examination Boards (see Appendix 1 for telephone numbers) for alternative route for dissemination of results.

7. Disruption of teaching time – SFS 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 or study supported time, interrupting the provision of normal teaching and learning

S F S Centre actions:

- SFS to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this.

- Provide appropriate work via the School's secure website.
- Examinations Officer to advise the Examination Boards as appropriate.
- In extreme circumstances advise candidates they may need to sit exams in the next available series.

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

Criteria for implementation of the plan

- Candidates are unable to attend the SFS examination centre to take examinations as normal
- SFS Centre actions:

- SFS to communicate with relevant awarding organizations at the outset to make them aware of the issue.
- SFS to communicate with parents, carers and candidates regarding solutions to the issue.
- SFS to prioritise other school buildings on site for exam use.
- Should a number of candidates need to be isolated due to sickness, use the designated room and request a member of the Medical Staff to be on hand.
- Apply for Special Consideration for those affected to the appropriate Exam Boards.

9. Disruption in the distribution of examination papers

Criteria for implementation

- Disruption to the distribution of examination papers to the SFS Centre in advance of examinations

SFS Centre actions:

- SFS centre to communicate with awarding organisations to organise alternative delivery of papers.
- Arrange with Exam Boards for alternative means of receiving papers either electronically or alternative courier.
- Examinations Officer to ensure papers are kept securely until needed.

10. Disruption to the transportation of completed examination script

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

SFS Centre actions:

- SFS centre to communicate with relevant Exam Boards at the outset to resolve the issue.
- Alternative transport should only be used with the agreement of the relevant Exam Boards.
- Scripts must be stored securely until such time transport is confirmed.

11. 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

SFS Centre actions:

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant

- awarding organisation(s) and subsequently to students and their parents or carers.
- The Exam Boards may generate candidate marks for the affected assessments based on other evidence, as defined by the Exam Boards and the regulators.
 - It may be necessary for the candidates to retake the assessment at the next available opportunity.

12. Centre unable to distribute results as normal

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-resultsservices

SFS Centre actions:

- Centres to contact awarding organisations about alternative options.
- Arrange to access results at an alternative site.
- Inform staff, students and parents as soon as possible of the change in distribution of results.

Appendix 1 Exams Day Contingency Plan

Exam Item	Location/ Holders Name	Responsibility
Keys to Secure Storage for exam papers and exam stationery	Ms. Marie Nessim (Exam Officer); Ms. Marina Younan (Member of Board of Directors); Mr. Nader Younan (CEO)	Examination office/Head of Centre/CEO
Exams Office – Centre Timetable	Timetable widely published	SFS staff
Seating plans	Control Room	Examination team
Exam cards / setting out of exam rooms / notices etc.	Control room	Set up by Examination team
Invigilators	Pre-assigned SFS staff timetable	Examination officer/Head of Centre
Access Arrangements (incl. Cover sheets)	Control Room	SFS staff
Script envelopes / Examiner address labels	Control Room	Examination officer/Head of Centre
Exam clashes	Resolved on individual Timetables	Examination officer
Collection of scripts	Invigilators	Invigilators
Collation of scripts	Invigilators Checked off on official attendance registers	Invigilators / Examination team
Completion of proof of posting form / posting scripts	Control room	Examination officer

Appendix 2

IN A FIRE ALARM (or similar emergency)

1. **STOP** candidates writing and advise them to close their answer booklets. Make a note of the time and how long the exam has been going on.
2. **Large Rooms - LEAVE SCRIPTS IN PLACE but collect the seating plan/attendance register.** Candidates **MUST** remain in silence. If required to leave the building using the fire exit doors one invigilator goes outside first, then leads the pupils in an orderly manner to assemble on the Astroturf and wait for a member of Staff to arrive.
3. **Classroom/small exams:** scripts and question papers may be removed by the invigilator and kept secure if this seems appropriate. Students should evacuate the building with an invigilator and assemble according to SFS evacuation plan.

SILENCE MUST BE MAINTAINED BETWEEN CANDIDATES AT ALL TIMES

4. Any bags and personal belongings must be left; remind students that they are under exam conditions and could be disqualified if they breach these. One invigilator should take the attendance register and seating plan along with a pen to take a register and ensure all students are accounted for.
5. **RETURN TO EXAM AFTER EMERGENCY:** When candidates are able to resume their seats, ensure that they draw a horizontal line across their script at the point where the work was interrupted.
6. **Change the finish times stated on the board to enable them to have the full amount of time remaining.**
7. Report must be sent to the awarding body. Ensure the Examinations Officer has full details of the timings of the emergency and the action taken using the exam incident log (Appendix 3)

Appendix 3

Exam Room Incident Log

This incident log is for the exams officer or invigilator(s) to use to record any irregularities that may happen in the exam room at the point of occurrence.

*All irregularities **must** be recorded.*

An exam room incident log should be used to record any irregularities.

Exam	Room	Start	Finish

Invigilators

Time	Incident description
	Recorded by:
	Recorded by:

After the exam(s) in this room have concluded, incidents recorded here will inform required follow-up actions or reports to awarding bodies. The incident log will be affixed to the seating plan, and a copy of the attendance register(s), for this exam room session.

Appendix 4

Preparing for and running exams during Covid-19

SFS makes sure to follow the guidance of the Ministry of Health of Egypt and the guidance on [how schools should respond to any infections](#).

Arrival and departure of candidates

Candidates are asked to arrive one hour before the scheduled start time of exams to pass the body temperature check at the gate and medical check by the Medical Staff. The candidates are kept separate from other students arriving at the school or college.

SFS has identified a location where candidates will wait before the exam; such a location can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.

SFS makes sure that any candidates who arrive late for the exam follow social distancing measures.

SFS makes sure that there is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this, it is taken into account that some candidates may need extra time in exams according to their access arrangements.

Cleaning

Exam rooms are kept clean before and after the examination session. Frequently touched surfaces (for example, door handles, individual desks) are cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.

Rooms do not need to be left empty between exams, provided they are cleaned properly each time.

In addition, all the SFS premises, including the assigned examination rooms, are daily disinfected, according to the schedule.

Set up of the exam room

Desks are arranged to maintain the distance. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres (following JCQ's [Instructions for Conducting Examinations](#) and other awarding boards). This distance is the minimum that must be maintained for students within a group bubble.

All other candidates, for example those who have returned from self-isolation, or those who are screened out by the Medical Staff (except for Covid-19 patients) will be seated in a separate room.

There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.

SFS considers the importance of adequate ventilation when selecting the room for exams. Good ventilation is important and SFS maximises this wherever possible, for example, opening windows and propping open doors (not fire doors) where safe to do so (bearing in mind safeguarding in

particular) (following the Health and Safety Executive [guidance on air conditioning and ventilation during the coronavirus \(COVID-19\) outbreak](#)).

Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room.

Face coverings

Candidates and invigilators should wear face coverings during exams.

Candidates and invigilators should wear face coverings in communal areas as per current Government advice. Students are required to wear face coverings as they enter the examination room.

Invigilators

SFS has regulations in place for visitors and temporary staff. Invigilators can move between different branches of SFS. They should minimise contact and maintain as much distance as possible from other staff.

Before the exams, invigilators are instructed on the measures to minimise contact and maintain as much distance as possible from other staff.

Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers. A hand sanitizer will be available in each examination room.

Candidate health

Candidates with symptoms

Any candidate with symptoms of coronavirus (COVID-19) must stay at home for 10 days from the onset of symptoms and must not leave their homes. The most important symptoms of coronavirus (COVID-19) are the recent onset of either a:

- new continuous cough
- high temperature
- loss of, or change in, their normal sense of taste or smell (anosmia)

Candidates should stay at home and [arrange to have a PCR test](#) to see if they have coronavirus (COVID-19).

Candidates will be unable to take exams during their period of isolation..

Where a candidate has a negative test

Candidates should follow the directives of the Medical Staff of SFS and can attend exams in these circumstances following their permission.

Reasonable adjustments

SFS makes reasonable adjustments for candidates with special educational needs and disabilities as advised by the awarding boards.

Such information is found in regular updates and published guidance about how schools can support candidates with special educational needs and disabilities who may need reasonable adjustments in order to take their IGCSE, AS or A-level exams.