



Risk Assessment, Examinations.

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Meadows School, Wardle Road, Rochdale. OL12 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 scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

This plan complies with JCQ general regulations (section 5) in that:

The centre agrees to “have in place a written examination contingency plan / examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”

This contingency plan deals with the potential for the following scenarios:

1. Non-availability of key examination staff
2. Non-availability of Designated SENco teacher
3. Non-availability of the property/building during the examination period.

1. Non-availability of key examination staff.

Criteria for implementation of the plan

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

Planning of annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered of annual exams plan not produced identifying essential key tasks, key dates and deadlines of sufficient invigilators not recruited and trained.

Entries of awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff of candidates not being entered with awarding bodies for external exams/assessment o awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams o exam timetabling, rooming allocation; and invigilation schedules not prepared o candidates not briefed on exam timetables and awarding body information for candidates o exam/assessment materials and candidates' work not stored under required secure conditions o internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time of exams/assessments not taken under the conditions prescribed by awarding bodies o required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration of candidates' scripts not dispatched as required to awarding bodies □ Results and post-results of access to examination results affecting the distribution of results to candidates o the facilitation of the post-results services

Centre actions: The exams officer is part of a team of three people led by an experienced member of SLT. (Head Teacher) and there is currently in post an Examinations Lead Officer and an Examinations Officer.

All members of the team have attended a planned training programme to ensure that the absence of the exam officer is covered by those in the team and members of SLT.

2. Non-availability of designated SENCO Teacher.

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 o candidates not tested/assessed to identify potential access arrangement requirements or 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 or modified paper requirements not identified in a timely manner to enable ordering to meet external deadline or staff providing support to access arrangement candidates not allocated and trained
 - Exam time o access arrangement candidate support not arranged for exam rooms
- Centre actions:

Centre Planning: In the absence of the SENCo the role would be covered by a member of SLT (Head Teacher Paula Forth) and Linda Robinson who are very experienced member of SLT who has line managed the SENCo. Support would also be sought from the local authority SEN team (the local secondary school network).

3. Non-availability of building/property allocated for examinations

Risks - property

| Risk | Risk level (high, medium, low) | Notes |
|--|--------------------------------|--|
| Fire: <ul style="list-style-type: none"> ▪ Accident ▪ Arson. | Medium | In the event of fire the examination officer will carry out the contingency plan using an identified appropriate alternative site |
| Loss of electricity supply | Medium | In the event of loss of key facilities which will disallow examinations taking place, then a decision will be made to access the identified appropriate alternative site |
| Loss of gas supply | Medium | |
| Loss of water supply | Medium | |
| Loss of heating | Low | |
| Loss of telecommunications | Low | |
| Burst water pipe | Medium | Contingency plan for alternative site |
| Drainage / sewerage defect | Low | Contingency plan for alternative site |

| | | |
|--|--------|---------------------------------------|
| Building collapse / structural instability | Low | Contingency plan for alternative site |
| Discovery of unexploded ordnance | Low | Contingency plan for alternative site |
| Denial of access to school | Medium | Contingency plan for alternative site |

Risks - natural events

| Risk | Risk level (high, medium, low) | Notes |
|---|--------------------------------|---|
| Flooding: <ul style="list-style-type: none"> ▪ Fluvial flooding ▪ Flash flooding ▪ Surface water flooding ▪ Groundwater flooding ▪ Reservoir inundation ▪ Tidal inundation ▪ Sewer flooding. | Low | There is no recent history of flooding, however in this circumstance identified alternative accommodation would be used for examination purposes |
| Heavy snow / widespread icy roads | Medium | Follow policy for exceptional closure days. Due to the location of the building plans to mitigate the impact of inaccessibility due to snow include collecting examination candidates from their homes in specifically modified 4 x 4 vehicle |
| Storms / severe gales | Medium | |
| Heatwave | Low | Sufficient air conditioning/fans are available to ensure appropriate temperatures |
| Exceptional events (e.g. tornadoes) | Low | As in snow or icy roads |



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. The risk assessment identifies a range of factors which are primarily of low to medium risk including the loss of key services (electricity, gas) or with a major fault or incident which results in key examinations staff, and/or students being disallowed from the building.

Centre actions:

A contingency arrangement has been made with Great Haworth School located at the following address

Great Haworth School. Great Haworth Road. Rochdale OL12 9HJ.

A member of the SLT Team has previously visited the school and ensured that a room will be available in the event of non-accessibility or access to the building at Meadows School.

The room(s) meet the following criteria:

- There is ground floor access for those pupils who may have a physical disability.
- There is appropriate furniture, desks, whiteboard for use by examinations staff, invigilators to ensure that no pupil is disadvantaged before, during or following the examinations.
- There is appropriate ventilation, heat/air-conditioning to ensure that no pupil is disadvantaged by the environment

In the event of an evacuation during the examination all invigilators are trained to follow the evacuation procedure as detailed below and follow the procedure for emergency evacuations as identified in the JCQ Regulations as follows:



Meadows School.

Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

Reference should also be made to the following document -

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.