

# Examination contingency plan



<b>Approved by:</b>	Trustees and SLT	<b>Date:</b> September 2025
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## 1. Aims

This plan aims to:

- › Examine potential risks and issues that could cause disruption to the management and administration of exams
- › Mitigate the impact of disruptions by providing actions or procedures to follow

## 2. Legislation and guidance

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which requires all exam centres to have a written examination contingency plan/examinations policy.

This plan also complies with our funding agreement and articles of association.

It's also based on:

- › Ofqual's [guidance on contingency planning](#)
- › JCQ's [joint contingency plan](#)

## 3. Responsibilities

### 3.1 Head of centre

The head of centre is the Headteacher Sarah Nichols-Weaver They will ensure that a written examination contingency plan/examinations policy is in place and covers all aspects of examination administration.

### 3.2 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

## 4. Monitoring arrangements

This policy will be reviewed by the head of centre and approved by the trustees every 2 years in the Autumn term.

## 5. Links with other policies

This policy is linked to our:

- › Assessment policy
- › Access arrangements policy.

## 6. Contingency plan

The table below sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on the [JCQ's joint contingency plan](#), and are consistent with [Ofqual's current contingency planning guidance](#).

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption of teaching time in the weeks before an exam – centre is closed for an extended period	When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning, e.g. if the centre is forced to close due to increasing rates of coronavirus	<ul style="list-style-type: none"> <li>➤ Seek advice from relevant awarding organisations and JCQ</li> <li>➤ Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</li> <li>➤ Offer candidates an opportunity to sit any examinations missed at the next available series</li> <li>➤ Communicate any changes to your plans with parents, carers and pupils</li> </ul>	HOC – SNW Exam officer- SBM
Candidates unable to take examinations because of a crisis – centre remains open	In the event that candidates are unable to attend examination centres to take examinations as normal, e.g. sickness bug, or if they are self-isolating due to coronavirus	<ul style="list-style-type: none"> <li>➤ Communicate with relevant awarding organisations at the outset to make them aware of the issue</li> <li>➤ Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations</li> <li>➤ Communicate any changes to your plans with parents and pupils</li> <li>➤ Offer candidates an opportunity to sit any examinations missed at the next available series</li> <li>➤ Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</li> </ul>	HOC – SNW Exam officer- SBM

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Centre is unable to open as normal during the examination period	In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre, or increasing rates of coronavirus forces it to close	<ul style="list-style-type: none"> <li>➤ Inform relevant awarding organisations as soon as possible</li> <li>➤ Refer to emergency plans and/or health and safety policy, where appropriate</li> <li>➤ Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies</li> <li>➤ Use alternative venues in agreement with relevant awarding organisations</li> <li>➤ Communicate any changes to your plans with parents, carers and pupils</li> <li>➤ Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</li> <li>➤ Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</li> </ul>	<p>HOC – SNW Exam officer- SBM</p> <p>Use one of the other buildings- 23, 25, 57.</p> <p>Contact BBLE- and seek alternative, if there is no school alternative.</p>
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	<ul style="list-style-type: none"> <li>➤ Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hard copies</li> <li>➤ If the above isn't possible, you will receive electronic access to papers via a secure external network</li> <li>➤ You will need to have plans in place to ensure you can receive, make and store papers under secure conditions</li> <li>➤ As a last resort, your awarding organisation may consider rescheduling the examination</li> </ul>	<p>HOC – SNW Exam officer- SBM</p>

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> <li>➤ If your examinations are part of the national 'yellow label service' or where your awarding organisation arranges collections, seek advice from awarding organisations and their normal collection agency regarding collection</li> <li>➤ Only make alternative arrangements after approval from the awarding organisation and make sure papers are securely stored until collection</li> <li>➤ Ensure secure storage of completed examination papers until collection</li> <li>➤ If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the <a href="#">JCQ's instructions for conducting examinations</a></li> <li>➤ Take directly to the Post Office and gain a receipt for the package.</li> </ul>	HOC – SNW Exam officer- SBM
Assessment evidence is not available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts	<ul style="list-style-type: none"> <li>➤ Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers</li> <li>➤ Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement</li> <li>➤ Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series</li> </ul>	HOC – SNW Exam officer- SBM

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Centre is unable to distribute results as normal or facilitate post results services	In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services	<ul style="list-style-type: none"> <li>➤ Contact awarding organisations about alternative options</li> <li>➤ Make arrangements to access results at an alternative site</li> <li>➤ Share facilities with other schools/colleges if possible</li> <li>➤ Co-ordinate access to post results services from an alternative site</li> <li>➤ Contact the relevant awarding organisation if electronic post results requests are not possible</li> </ul>	HOC – SNW Exam officer- SBM
Absence of the Head of Centre during exam series.	In the event that the head of centre is not available to conduct the examinations.	<ul style="list-style-type: none"> <li>➤ The deputy head of centre will assume the role of head of centre.</li> <li>➤ The deputy head of centre will be available to support the examination series, the students and the processes.</li> <li>➤ In the event of any 1 of the 3 exam keyholders the other 2 keyholders will assume the roles.</li> <li>➤ All keyholders have received the same training regarding the conducting of examinations.</li> </ul>	HOC – SNW Deputy HOC- SK Exam officer- SBM- CR

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
There is an emergency evacuation of the building	In the event of an emergency evacuation.	<ul style="list-style-type: none"> <li>➤ Students will be evacuated from the building by staff invigilating the examination.</li> <li>➤ Students will evacuate to a separate location to the rest of the school. At 57.</li> <li>➤ Students will be reminded that they remain under exam conditions and must not talk to each other.</li> <li>➤ Contact the awarding body and the JCQ to inform them that the integrity of the examination has been interrupted.</li> </ul>	HOC – SNW Exam officer- SBM
KWS Educational			

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Lack of Trained Invigilators	When there are not enough trained invigilators to support the integrity of the examination.	<ul style="list-style-type: none"> <li>➤ Small numbers of the cohort, never more than 10 students at a time.</li> <li>➤ All staff are exam invigilator trained.</li> <li>➤ Use of bank invigilators at times of high traffic and high levels of access arrangements.</li> <li>➤ Use the BBLE Bedford Borough Learning Exchange for additional exam invigilators.</li> </ul>	HOC – SNW Exam officer- SBM

