

Examination contingency plan

Kingstone High School



Approved by:	Mr Lee Butler	Date: 04/03/25
Last reviewed on:	04/03/2025	
Next review due by:	04/03/2026	

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exam process.

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 at Kingston High School.

Legislation and guidance

This plan complies with the [Joint Council for Qualifications' \(JCQ\) general regulations for approved centres](#), section 5.1, which require all centres to have an up to date and written examination contingency plan.

It's also based on:

- Ofqual's [guidance on contingency planning](#)
- JCQ's guidance on [preparing for disruption to examinations](#) and guidance for [centres on cyber security](#)

Monitoring arrangements

This plan is reviewed and updated annually to ensure that exam contingency planning at Kingstone High School is managed in accordance with current requirements and regulations.

Responsibilities

Head of centre: Mr Lee Butler

Senior designated contact(s)

The senior designated contact(s) must be available to manage emergency requests from awarding bodies that are results-related during the summer holidays.

Mr Lee Butler – 01981250224

Mr Matthew Morris 07852744384

Examinations officer- Mrs. Charlotte Elias-Stagg – celias-stagg@kingstoneacademy.co.uk

Contingency plan

Alternative site(s)

If examinations/assessments cannot be conducted at the centre's registered address, the alternative site is:
Kingstone Primary School.

Possible causes of disruption to the exam process

1. Exams officer is absent at a critical stage of the examination cycle

Criteria for implementation of the plan

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

Planning

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- Annual exams plan not produced identifying essential key tasks, key dates and deadlines
- Sufficient invigilators not recruited

Entries

- Awarding bodies not being informed of early/estimated entries which prompts the 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

- Invigilators not trained or updated on changes to instructions for conducting exams
- Exam timetabling, rooming allocation; and invigilation schedules not prepared
- Candidates not briefed on exam timetables and awarding body information for candidates
- Confidential exam/assessment materials and 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, for example very late arrival, suspected malpractice, special consideration
- Candidates' scripts not dispatched as required for making to awarding bodies

Results and post-results

- Access to examination results affecting the distribution of results to candidates
- The facilitation of post-results services

Actions the centre will take

- Contact the relevant awarding organisation promptly and follow its instructions
- Contact a previous exams officer who now teaches here to help, along with admin help from the office.
- The Deputy Head has been working closely with the Exams officer to ensure the key tasks are understood.

2. SENCO is absent at a critical stage of the examination 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
- Centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- 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
- Centre-delegated arrangements not put in place
- Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- Staff (facilitators) providing support to access arrangement candidates not allocated and trained

Exam Time

- Access arrangement candidate support not arranged for exam rooms

Actions the centre will take

- Contact the relevant awarding organisation promptly and follow its instructions
- The appointment admin person in the SENCO department will cover or SLT.

3. Teaching staff extended absence at a critical stage of 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 penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centres marking
- Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Actions the centre will take

Other teaching staff will step up or SLT

4. The head of centre is absent at a critical stage of the examination cycle

If the head of centre is absent due to illness or other unforeseen circumstances and unable to perform key tasks required for the management and administration of examinations/assessments

Actions the centre will take

- Contact the relevant awarding organisation promptly and follow its instructions
- Designated member of SLT will deputise for the head of centre

5. Disruption of teaching time in the weeks before an exam/assessment, due to the centre being 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

Actions the centre will take

- Advise candidates, where appropriate, to sit examinations/assessment in the next available series
- Seek advice from relevant awarding organisations and the JCQ
- Communicate with parents, carers and candidates about the potential for disruption to teaching time and plans to address this
- Have a contingency plan to facilitate alternative methods of learning, alternative venues or both
- Prioritise candidates who will be facing examinations/assessments shortly
- Communicate any changes to your plans with parents, carers and candidates either via email or telephone

6. Candidates are unable to take examinations/ assessments because of a crisis, but the centre remains open

Criteria for implementation of the plan

If candidates are unable to attend examination centres to take examinations/assessments as normal.

Actions the centre will take

- Communicate with relevant awarding organisations at the outset, to make them aware of the issue and take advice offered
- Liaise with these candidates to identify whether the examination/assessment can be sat at an alternative venue, in agreement with relevant awarding, ensuring the secure transportation of question papers or assessment materials to the alternative venue
- Communicate with parents, carers and candidates regarding solutions to the issue, via email or telephone
- Offer candidates an opportunity to sit examinations/ assessments missed at the next available series, if possible
- Apply to awarding organisations for special consideration for candidates, where they've met the minimum requirements

7. Centre is unable to open as normal during the examination period

Criteria

If the centre is unable to open as normal for scheduled examinations/assessments

Actions the centre will take

- Inform relevant awarding organisations as soon as possible
- Refer to emergency plans and/or health and safety policy, where appropriate
- Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies. Consider whether to open for examinations/assessments and candidates only, if possible
- Use alternative venues in agreement with relevant awarding organisations
- Communicate any changes to plans with parents, carers and candidates
- Apply to awarding organisations for special consideration for candidates where they've met the minimum requirements
- Offer candidates an opportunity to sit examinations/ assessments missed at the next available series, if possible

8. Disruption in the distribution of examination papers

Criteria

If there is disruption to the distribution of examination papers to centres in advance of examinations

Actions the centre will take

- Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hard copies
- If the above isn't possible, organise receipt of electronic access to papers via a secure external network
- Have plans in place to ensure the school is able to receive, make and store papers under secure conditions
- Communicate with candidates any changes to the exam or assessment timetable or to the venue
- As a last resort, the awarding organisation may consider rescheduling the examination

9. Disruption to the transportation of completed examination scripts

Criteria

If there is a delay in normal collection arrangements for completed examination scripts

Actions the centre will take

- If 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
- Only make alternative arrangements after approval from the awarding organisation
- Ensure secure storage of completed examination papers until collection
- Investigate alternative arrangements that comply with the [JCQ's instructions for conducting examinations](#)

10. Assessment evidence isn't available to be marked

Criteria

Large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked

Completed examination scripts/assessment evidence does not reach awarding organisations

Actions the centre will take

- Communicate this immediately to the relevant awarding organisation, candidates and their parents or carers
- Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement
- Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series

11. Centre is unable to distribute results as normal or facilitate post-results services

Criteria

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Actions the centre will take

- Contact awarding organisations about alternative options (if digital communications aren't available, make contact by other means, e.g. phone call)
- Make arrangements to access results at an alternative site, in agreement with the relevant awarding body
- Share facilities with other schools/colleges if possible
- Co-ordinate access to post-results services from an alternative site
- Contact the relevant awarding organisation if electronic post-results requests are not possible

Communication details: They will be notified by email and/ or phone call

12. Disruption to the centre's IT systems

Criteria

If a critical failure of the centre's IT systems significantly impacts the administration of exams, e.g. in the event of a cyber-attack

Actions the centre will take

- Initiate measures to protect candidates work from corruption/cyber attacks
- Contact the relevant awarding organisation promptly and follow its instructions (if digital communications aren't available, make contact by other means, e.g. phone call)
- Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open
- Identify whether the exam/assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of question papers/assessment materials to the alternative venue

- Where accommodation is limited, prioritise pupils whose progression will be severely delayed if they do not take their exam/assessment when planned
- Communicate with pupils, parents and carers any changes to the exam or assessment timetable or to the venue
- Communicate with any external assessors, invigilators or relevant third parties regarding any changes to the exam/ assessment timetable
- Ensure final entry and exams preparation are done well before deadline

13. Emergency evacuation of the exam room (or centre lockdown)

Criteria

Whole centre evacuation (or lockdown) during the exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Actions the centre will take

- Refer to and invoke its (exams) emergency evacuation in line with JCQ's Centre emergency evacuation procedure (or its lockdown policy)
- Contact the relevant awarding body as soon as possible and follow its instructions
- Where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- (After the exam) consider whether any candidates ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

14. Invigilators – lack of appropriately trained invigilators or invigilator absence

Criteria

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

Actions the centre will take

- Support staff are trained and will help out
- Invigilator availability requested as early as possibly to ensure sufficient planning

15. Exams rooms – lack of appropriate rooms unavailable at short notice

Criteria

Exam officer unable to identify sufficient rooms during the exams timetable planning

Insufficient rooms available on peak days

Main exam venues unavailable due to an unexpected incident at exam time

Actions the centre will take

- Where possible, make use of other available rooms within the centre, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned

- Communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue, via email or telephone
- Ensure the secure transportation of question papers or assessment materials to the alternative venue
- (After the exam consider whether any candidates ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

16. Cyber security

Procedures in place

- Cyber security for exams: computers used for exams do not have internet access enabled and have the SPAG settings switched off. All work is saved to a memory stick
- Passwords are unique to each user and must be changed regularly to ensure confidentiality
- Our IT department have procedures in place for security precautions
- Staff members lock and securely store away devices and information when stepping away from the area in which they are working
- Authorised members who have access to awarding bodies, have multi –factor authentication requirements.
- Cyber safety training has been carried out with all staff and will be done so again going forwards
- All access to accounts are regularly reviewed, including removing access when no longer required.