



Examination Contingency Plan

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Committee	Curriculum Teaching and Learning
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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.

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 Emma Thurston. 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 John Callaghan before each exam series. At every review, the policy will be shared with the governing board.

5. Links with other policies

This policy is linked to our:

- Assessment 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"> • Seek advice from relevant awarding organisations and JCQ • Have a contingency plan to facilitate alternative methods of learning, alternative venues or both • Offer candidates an opportunity to sit any examinations missed at the next available series • Communicate any changes to your plans with parents, carers and pupils 	John Callaghan Exams officer
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"> • Communicate with relevant awarding organisations at the outset to make them aware of the issue • Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations • Communicate any changes to your plans with parents and pupils • Offer candidates an opportunity to sit any examinations missed at the next available series • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements 	John Callaghan Exams Officer

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 government imposed lockdown due to disease outbreak.	<ul style="list-style-type: none"> • 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 • Use alternative venues in agreement with relevant awarding organisations. Deptford Green has an agreement in place with University of London: Goldsmiths for this eventuality. • Communicate any changes to your plans with parents, carers and pupils • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible 	John Callaghan Emma Thurston Exams Officer
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"> • 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, you will receive electronic access to papers via a secure external network • You will need to have plans in place to ensure you can receive, make and store papers under secure conditions • As a last resort, your awarding organisation may consider rescheduling the examination 	Emma Thurston John Callaghan Exams Officer

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"> • 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 • Only make alternative arrangements after approval from the awarding organisation and make sure papers are securely stored until collection • Ensure secure storage of completed examination papers until collection • If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the https://www.jcq.org.uk/exams-office/instructions-for-conducting-examinations-ice/ 	Emma Thurston John Callaghan Exams Officer
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"> • Communicate this immediately to the relevant awarding organisation(s), 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 	Emma Thurston John Callaghan Exams Officer

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"> • Contact awarding organisations about alternative options • Make arrangements to access results at an alternative site • Ensure results are shared to all candidates electronically. • 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 	Emma Thurston John Callaghan Exams Officer

<p>Exam is disrupted by an evacuation or lockdown procedure.</p>	<p>In the event of a fire resulting in a whole site evacuation or an event triggering the school lockdown procedure.</p>	<ul style="list-style-type: none"> • When dealing with emergencies you must be aware of any instructions from relevant local or national agencies. • stop the candidates from writing; • collect the attendance register (to ensure all candidates are present) and 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 must be advised to close their answer booklet; • ensure the candidates leave the room in silence; • rows A-F go through the back doors of the conference hall. Rows G-M go through the main doors of the conference hall and head towards the muga away from ALL other students. • Each invigilator will be responsible for 3 rows each • ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination; • Students line up in row order and NOT registration order. • Exams team will take registers and NOT form tutors. • make a note of the time of the interruption and how long it lasted; • allow the candidates the rest of their examination time when the examination starts again; • 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. • A full report of the incident must be produced and retained on file if required by an awarding body. • Any breach of question paper security or malpractice must be 	<p>SLT Exams officer</p>
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SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
		<p>reported to the awarding body immediately.</p> <ul style="list-style-type: none"> An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged. 	
Absence of key members of staff	In the event that key members of staff are absent during critical assessment periods.	<ul style="list-style-type: none"> In the event that the exams officer is absent during an assessment period, BTS to assume responsibility for role. Exams officer to ensure that he is fully briefed and has access to all the necessary facilities to carry out the exam. In the event that the Head of Centre is absent (Emma Thurston), John Callaghan or Tim Allen to deputise. In the event that the school's trained invigilators are absent, then the exams officer is responsible for organising replacement using agency staff. 	Bradley Ticknell-Smith John Callaghan Tim Allen Exams Officer