

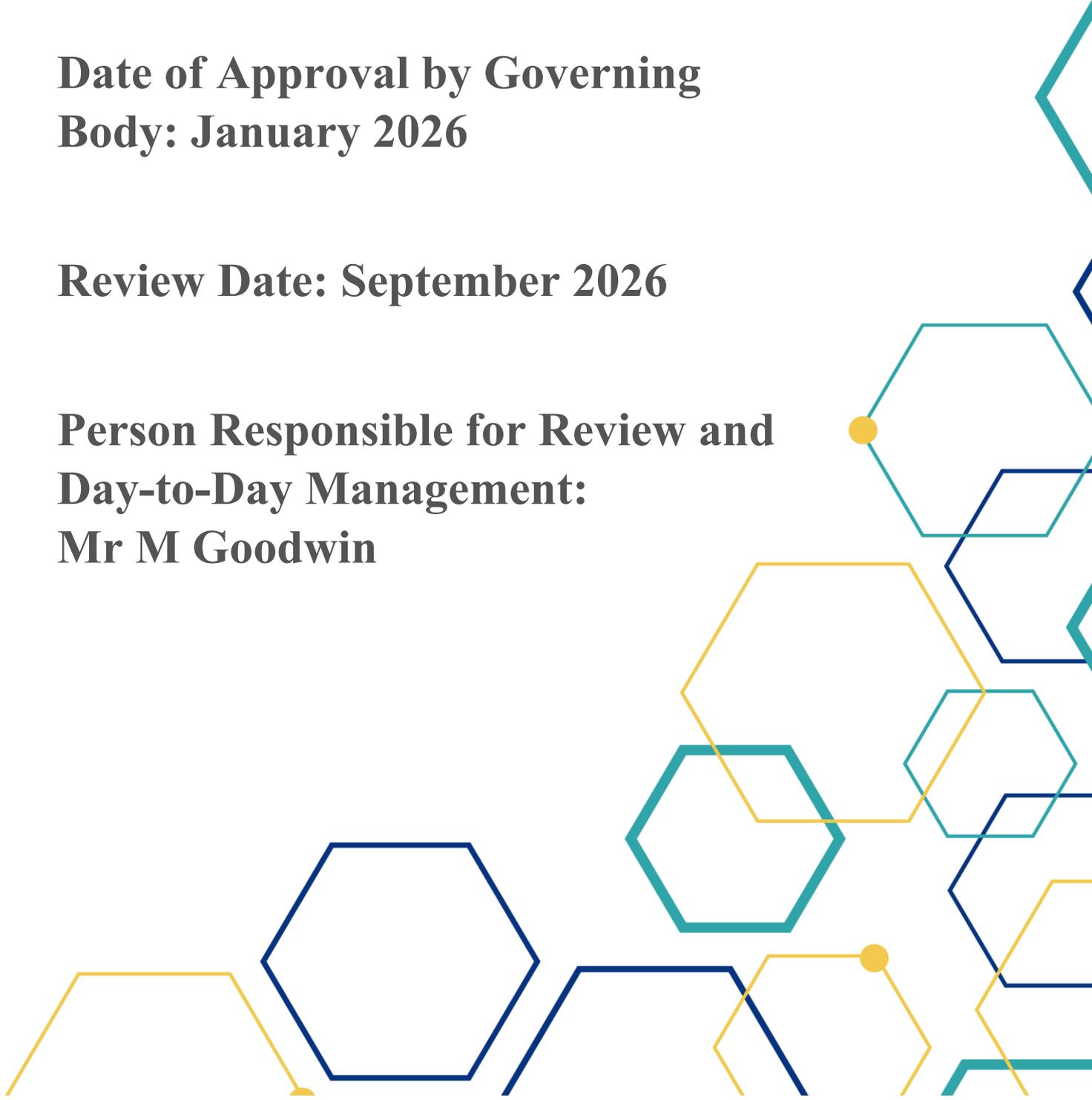
# **Exam Contingency Procedure**

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**Date of Approval by Governing  
Body: January 2026**

**Review Date: September 2026**

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## Contents

Purpose of the plan.....	3
Causes of potential disruption to the exam process.....	3
1. Exam officer extended absence at key points in the exam process (cycle).....	3
2. SENCo extended absence at key points in the exam cycle .....	4
3. Teaching staff extended absence at key points in the exam cycle.....	4
4. Invigilators - lack of appropriately trained invigilators or invigilator absence .....	4
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice .....	5
6. Failure of IT systems.....	5
7. Disruption of teaching time – centre closed for an extended period .....	5
8. Centre unable to open as normal during the exams period.....	5
9. Disruption in the distribution of examination papers .....	6
10. Disruption to the transportation of completed examination scripts .....	6
11. Assessment evidence is not available to be marked.....	6
12. Centre unable to distribute results as normal .....	6
Further guidance to inform and implement contingency planning.....	7
Ofqual.....	7
JCQ.....	7
GOV.UK .....	7

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Blythe Bridge High School & Sixth Form. 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;*”

## Causes of potential disruption to the exam process

### 1. Exam officer 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 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 and 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:

- In the absence of Mr Matthew Goodwin (MPG), Senior Leader responsible for external exams, Miss Claire Alford (CA), Assistant Headteacher will take control of the work of the MPG. This will be supported by the Senior Deputy Headteacher. Other staff such as Curriculum Leaders, Senior Leadership, admin support staff and the invigilation team will input and assist where required.

## 2. SENCo 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:

- Should the SENCo be absent, the responsibility will be delegated to Mrs E Goodwin, Assistant SENCo to liaise with MPG regarding students requiring Access Arrangements. MPG will input applications onto Access Arrangements online and organises rooms for these students' exams (with the support of the SENCo where necessary). The Assistant SENCo to arrange between themselves support for individual candidates with readers or scribes in the absence of the SENCo.

## 3. Teaching staff 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*

### actions:

- Estimated entry information is given to MPG via Head of Department, or Second in Department in their absence.
- Final entry information is given to MPG via Head of Department, or Second in Department, in their absence.
- MPG will contact Curriculum Leaders if no entries received or regarding late coursework marks or work samples.

## 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:

- Train and use Support staff (including Cover Supervisors, administration staff, IT technicians and Teaching Assistants) to cover all 3 criteria in the case of an emergency.
- Use supply agency staff as invigilators as a last resort (very costly way to cover invigilation).

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

#### Criteria for implementation of the plan

- *MPG 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:
- If smaller exam rooms become unavailable, use Sixth Form classroom as a back-up location. Sixth form class to be moved out to main school body classroom.
- If the Main Hall becomes unavailable, relocate the exam to the Gym. PE classes to be taken outside if the gym is used. In the unlikely event that the Gym is also unavailable, consideration may be given to use the Egerton Centre.

### **6. Failure of IT systems**

#### Criteria for implementation of the plan

- *MIS system failure at final entry deadline*
- *MIS system failure during exams preparation*
- *MIS system failure at results release time* Centre actions:
- Exam Entries can be made via Awarding Body online portals.
- Print out all seating plans and exam timetables well ahead of exams in case of PC or MIS failure during exam time.
- MIS failure at results release time – Exams Officer to ring Awarding Bodies for advice on what to do.  
Most results can be accessed via Awarding Body online portals.

### **7. Disruption of teaching time – centre 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

*The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. [Joint Contingency Plan (JCP) scenario 1]* Centre actions:

- Centre closure would be supported by the JTMAT and the Business Continuity plan. Long term closure would be supported by the JTMAT.
- Alternative travel arrangements to be put in place to support students to ensure that exams are completed.

### **8. Centre unable to open as normal during the exams period**

#### Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

*A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible. [JCP scenario 5]*

Centre actions:

- MPG to seek advice from appropriate Awarding Body and SLT to look into other local venues for the examinations.
- See point 7 regarding JTMAT support/Contingency planning in such circumstances.

**9. Disruption in the distribution of examination papers**

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions:

- Centre to communicate with Awarding Bodies to organise an alternative delivery location for exam scripts. Scripts must remain secure and dealt with by MPG (or by Assistant Headteacher, CA in the absence of WEK) as soon as possible, and always on the day of delivery.

**10. Disruption to the transportation of completed examination scripts**

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts Centre actions:
- Scripts remain securely stored until the following day's collection.

**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 Centre actions:
- Exams officer to contact Awarding Body for advice.
- Teachers to keep all documents securely stored whilst Controlled Assessment are being undertaken to reduce the risk of damage or destruction.

**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- results services Centre actions:
- Print off results from Awarding Body online portals where able.
- Clerical Assistant for Exams to contact Awarding Body for advice.

## Further guidance to inform and implement contingency planning

### Ofqual

*Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland*

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/joint-contingency-plan-in-the-event-of-widespread-disruption-to-the-examination-system-in-england-wales-and-northern-ireland>

### JCQ

*General regulations* <http://www.jcq.org.uk/exams-office/general-regulations>

*Guidance on alternative site arrangements* <http://www.jcq.org.uk/exams-office/forms> *Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> *A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

### GOV.UK

*Emergencies and severe weather: schools and early years settings* <https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide>