



# Exam Contingency Plan POLICY

Rednock School

Where everyone matters



**Date of Ratification:**

October 2025

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October 2026

**Responsibility of:**

Assistant Headteacher

# Exam Contingency Plan

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## Key staff involved in the plan

Role	Name(s)
Head of centre	Mr Mike Stratford
Exams officer line manager (Senior leader)	Mr Ben Cheeseman
Exams officer	Mrs Sue Sellar
SENCo	Miss Samantha Chinnock
Senior leader(s)	Dr Sharron Cunningham Mrs Kerala Cole Mr Michael Merriman Mr Steve White Mrs Demelza Barker Mrs Rebecca Redman Mrs Vicky Wytchard

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Rednock School 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 the [Department for Education](#) (DfE) which provides guidance on what schools, colleges and other centres should do if exams or other assessments are seriously disrupted, and the Joint Council for Qualifications (JCQ) document [Preparing for disruption to examinations](#).

This plan also confirms Rednock School's compliance with JCQ's [General Regulations for Approved Centres](#) (section 5.3) that the centre has in place:

- a written examination contingency plan which covers all aspects of examination administration.

This plan will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

## National Centre Number Register and other information requirements

The head of centre will ensure that as a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself.

## Possible causes of disruption to the exam process

### 1. Exam officer extended absence at critical stage of the exam 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 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 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, for example very late arrival, suspected malpractice, special consideration*
- *candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

- The SLT member in charge of examinations will liaise with the designated member of the school's Data team who supports the exams process and the Senior Invigilator to ensure that the key tasks listed above are actioned by the appropriate team/person to ensure a smooth running of the examination session(s).

### 2. SENCo extended absence at a critical stage of 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
- 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

**Centre actions to mitigate the impact of the disruption**

- There are two qualified teachers in post that can assess and apply for access arrangements. In the absence of one, the other member of staff can pick up the actions related to access arrangements. Both members of staff attend annual training around the assessment process.

**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 or other 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 centre's marking*

*Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines*

**Centre actions to mitigate the impact of the disruption**

- SLT Line Managers and the Exams Officer will liaise with TLR post holders in the relevant subject area(s) and the remaining teaching staff as necessary.
- Contact the awarding body for advice and guidance

#### 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 to mitigate the impact of the disruption

- Planning for the examination series is done early in the examination cycle and invigilator requirements are confirmed well in advance.
- Recruitment and training of invigilators is done well in advance of the examination session.
- Training of other members of staff e.g. Support staff - Cover Supervisors and administrative staff to provide additional capacity in the event of a shortage.

#### 5. 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*

##### Centre actions to mitigate the impact of the disruption

- In an emergency the Sixth Form teaching rooms and Music recital room can be used for smaller examinations
- For larger examinations, the Sport's Hall or Sixth Form Centre can be utilised at short notice.
- Under exceptional circumstances, Kingshill House (Kingshill Ln, Dursley GL11 4BZ) and / or the Chantry Centre (34-36 Long St, Dursley GL11 4JB) will be rented.
- Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.

#### 6. Cyber-attack

##### Criteria for implementation of the plan

*Where a cyber-attack may compromise any aspect of delivery*

Centre actions to mitigate the impact of the disruption

- Providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- Providing training for staff on awareness of all types of social engineering/ phishing attempts
- Enabling additional security settings wherever possible
- Updating any passwords that may have been exposed
- Setting up secure account recovery options
- Reviewing and managing connected applications
- Monitoring accounts and regularly reviewing account access, including removing access when no longer required
- Ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*
- Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body
- Only if appropriate to do so, IT support set up local accounts on clean Windows computers which are isolated from the threat.
- Students save their work on 2 separate devices e.g. to the local accounts, USB or secure cloud area. The computers are secured after the exams and files retrieved only when it's safe to do so.

**7. Failure of IT systems**Criteria for implementation of the plan*MIS system failure at final entry deadline**MIS system failure during exams preparation**Power outage immediately prior to or during an on-screen test**MIS system failure at results release time*Centre actions to mitigate the impact of the disruption

- Exams Officer and IT Manager to liaise with the examination boards as to appropriate action.
- Liaise with local secondary/primary Schools to use their hardware to facilitate the examination process.

**8. Emergency evacuation of the exam room (or centre lockdown)**Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- Follow Appendix 8 of the School's Emergency Evacuation Procedure
- Follow Appendix C of the School's Lockdown Procedures for examination rooms
- In the event that the school receives a bomb threat, invigilators will act on the instruction of SLT if the threat requires an emergency evacuation or lockdown.
- All invigilators and associated examination staff will be trained, annually, in emergency evacuation procedures and lockdown procedures.

### **9. Disruption of teaching time in the weeks before an exam – 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*

Centre actions to mitigate the impact of the disruption

- Head of Centre, Governors and SLT to take the necessary action e.g. providing alternative venues etc. Outer buildings to be used such as the Sixth Form Centre and the Sports Hall to offer face to face teaching.
- Activate the school's online learning provision via google classroom to provide a good quality provision.

### **10. Candidates may not be able to take examinations - centre remains open**

Criteria for implementation of the plan

*Candidates may not be able to attend the examination centre to take examinations as normal because of a crisis*

Centre actions to mitigate the impact of the disruption

- Contact the awarding body and see if the start time of the exam can be delayed
- Have a clear process for the admission of late arrivals to the examination
- Identify whether the student can sit the examination at an alternative venue in agreement with the relevant awarding organisations
- Apply to the awarding organisations for special consideration

### **11. Centre may not be able to open as normal during the examination period**

(Including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

*Centre may not be able to open as normal for scheduled examinations*

Centre actions to mitigate the impact of the disruption

- Examinations Officer to liaise with Head of Centre and inform the awarding bodies
- If possible, open Rednock School for examinations and examination candidates only.
- Consider the use of the Sport's Hall.
- Under exceptional circumstances, Kingshill House (Kingshill Ln, Dursley GL11 4BZ) and / or the Chantry Centre (34-36 Long St, Dursley GL11 4JB) will be rented.
- Apply to awarding organisations for special consideration for students where they have met the minimum requirements.

**12. 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 to mitigate the impact of the disruption

- Examinations Officer to contact the awarding organisation to organise an alternative delivery method. This may include electronic access to examination papers via a secure external network.
- Examinations Officer will communicate with the awarding body to confirm that copies are received, made and stored under secure conditions.
- As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date.

**13. Delay in collection arrangements for completed examination scripts**Criteria for implementation of the plan*Delay in normal collection arrangements for completed examination scripts/assessment evidence*Centre actions to mitigate the impact of the disruption

- The Exams Officer seeks advice from awarding organisations regarding collection of scripts where awarding bodies arrange collections.
- When the awarding organisations have approved the mode of transportation then the Exams Officer can action the collection/delivery of scripts to the awarding bodies.
- For examinations where centres make their own collection arrangements, the Exams Officer will investigate alternative options that comply with the JCQ publication Instructions for conducting examinations.
- Completed scripts remain securely stored in the Examinations Cupboard until collection point.

**14. 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*

*Completed examination scripts/assessment evidence does not reach awarding organisations*

Centre actions to mitigate the impact of the disruption

- Exams Officer will contact the awarding bodies for advice.

### **15. Centre unable to distribute results as normal or facilitate post results services**

(Including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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 to mitigate the impact of the disruption

- Rednock to make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation.  
Possible alternative sites – Sports Hall, Sixth Form Centre or Kingshill House
- Make arrangements to coordinate access to post results services from an alternative site

### **Further guidance to inform procedures and implement contingency planning**

- General Regulations for Approved Centres [www.jcq.org.uk/exams-office/general-regulations](http://www.jcq.org.uk/exams-office/general-regulations)
- JCQ Joint Contingency Plan [www.jcq.org.uk/exams-office/other-documents](http://www.jcq.org.uk/exams-office/other-documents)
- [Gov.uk - Exam system contingency plan](#)
- A guide to the special consideration process [www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance)
- [Cyber Security Standards for schools and colleges](#)
- [Cyber crime and cyber security: a guide for education providers](#)
- Cyber Security for Schools <https://www.ncsc.gov.uk/section/education-skills/cyber-security-schools>
- Cyber security training for school staff <https://www.ncsc.gov.uk/information/cyber-security-training-schools>