



Policy Statements and Procedures

EXAMINATION CONTINGENCY PLAN

SEPTEMBER 2025

INTRODUCTION

This plan examines potential risks and issues that could cause disruption to the examination process at Hewens College. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our examinations process.

Alongside internal processes, this plan is informed by the Examination system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other Centres should do if examinations or other assessments are seriously disrupted. At all times, the Examinations Officer and Senior Leadership Team will liaise with the relevant Awarding Body to ensure any contingency plans meet with its requirements and that JCQ regulations are adhered to where possible.

This plan also confirms that Hewens College is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2017-2018) that the Centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

POSSIBLE CAUSES OF DISRUPTION TO THE EXAMINATION PROCESS

1. Examination Officer extended absences at key points in the examination process

Criteria for implementation of the plan

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

Planning

- Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- Annual examinations plan not produced identifying essential key tasks, key dates and deadlines
- Sufficient invigilators not recruited
- Centres must include succession arrangements for staff involved in examination and assessment administration to ensure continuity in case of staff absence.
- Centres should focus on enabling candidates to take their examinations, even if the centre is at risk of being unable to open as normal. This includes considering alternative arrangements and ensuring that appropriate measures are in place to manage any disruptions effectively.

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 examinations/assessment
- Awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-examinations

- Invigilators not trained or updated on changes to instructions for conducting examinations
- Examination timetabling, rooming allocation; and invigilation schedules not prepared
- Candidates not briefed on examination timetables and awarding body information for candidates
- Examination/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

Examination Time

- Examinations/assessments not taken under the conditions prescribed by awarding bodies
- Required reports/requests not submitted to awarding bodies during examination/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

Centre Actions

- Assistant Examinations Officer to assume responsibility for the above tasks with the support of the Senior Leadership Team
- The SENCo, the centre's appointed access arrangements assessor, and the examinations officer must undertake regular Continuing Professional Development (CPD), such as attending an annual update course, to stay informed about the latest regulations and best practices.

2. SENCo extended absence at key points in the examination process

Key tasks required in the management and administration of the access arrangements process within the examination process 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-examinations

- 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

Examination Time

- Access arrangement candidate support not arranged for examination rooms

Centre Actions

- Examination Officer to have liaised with the Head of Centre on examination arrangements, applications for additional needs and allocation of support staff
- The Teaching Assistants, Examination Officer and Assistant Examinations Officer to work with Senior Leadership Team to identify students where applications for access arrangements may be required. The employment of outside agencies/professionals may be required

3. Teaching Staff extended absence at key points in the Examination process

Key tasks not undertaken including:

- Early/estimated entry information not provided to the Examinations Officer on time; resulting in pre- release information not being received
- Final entry information not provided to the Examinations 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

- The Examinations Officer to liaise with Associate Director and/or Senior Leadership Team, if necessary, to ensure all necessary deadlines are adhered to. Where this is not possible, the Examinations Officer will liaise with the relevant Awarding Body and act upon advice received

4. Invigilators – The lack of appropriately trained invigilators or invigilator absence

- Failure to recruit and train sufficient invigilators to conduct examinations
- Invigilator shortage on peak examination days
- Invigilator absence on the day of an examination

Centre Actions

- The Assistant Examinations Officer and Examinations Officer will review the invigilation staffing at the start of each academic year to ensure sufficient staff are recruited and trained in a timely fashion
- The Assistant Examinations Officer will be aware of the College staff available for invigilation duties at short notice and for peak examination days

5. Examination Rooms – The lack of appropriate rooms or main venues unavailable at short notice

- Examinations Officer unable to identify sufficient/appropriate rooms during examinations timetable planning
- Insufficient rooms available on peak examination days
- Main examination venues unavailable due to an unexpected incident at examination time

Centre Actions

- The Examinations Officer will organise rooming for examinations before the Easter holiday ensuring sufficient time is available to identify appropriate rooms and plan appropriately
- In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The Senior Leadership Team will work with the Examinations Officer at all times during such emergencies

6. Failure of IT Systems

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

Centre Actions

- ICT System is backed up on a regular basis
- Seek ICT specialist help from external provider to resolve the issue as quickly as possible
- The Examinations Officer in consultation with the Senior Leadership Team will make entries from another venue direct to the Awarding Bodies. Results may also be accessed directly from the Awarding Bodies. At all times during the system failure the Examinations Officer will liaise with the Awarding Body to minimise disruption and costs incurred

7. Emergency Evacuation of the Examination room (or Centre Lock-down)

Whole Centre evacuation (or lockdown) during examination time due to serious incidents resulting in examination candidates being unable to start, proceed with or complete their examinations.

Centre Actions

- Senior Leadership Team to detail the responsibilities of staff and the actions to be taken in event of an emergency

8. Disruption of teaching time – centre closed for an extended period

Centre is 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

- The College would relocate to either another identified area in collaboration with other local schools/organisations, within 5 to 10 days, in order that teaching and learning could be resumed, with priority being examination years
- Special consideration to be sort if appropriate
- Senior Leadership Team to manage all incidents

9. Candidates unable to take examinations because of a crisis – Centre remains open

Candidates are unable to attend the examination centre to take examinations as normal

Centre Actions

- Request alternative centre for examinations if required due to not being able to get in to the College buildings
- Special consideration to be requested
- Medical needs student – if unable to come into college, to have home invigilation, after requested and permission given from the appropriate examination board

10. Centre unable to open as normal during examination period

Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to an unforeseen emergency)

Centre Actions

- The College would relocate to either another identified area in collaboration with other local schools/organisations, in order to take examinations, following a request to the relevant examination board to relocate the Centre and having gained approval
- Special consideration to be sought if appropriate

11. Disruption in the distribution of examination papers

Disruption to the distribution of examination papers to the Centre in advance of examinations

Centre Actions

- If security measured had been compromised, the Centre would inform the relevant examination board immediately to notify them of the issue
- If the papers were not received within the timeframe the Examination Officer would contact the board

- If the papers needed to be sent to a different venue as the Centre is closed, a redirection notification would be sent to the board and to the couriers

12. Disruption to the transport of completed scripts

Delay in normal collection arrangements for completed examination scripts

Centre Actions

- The Examination Officer to securely place examination papers back into the secure storage area until the designated courier is contacted and picks up the papers

13. Assessment evidence is not available to be marked

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

Centre Actions

- Centre to apply for special consideration given the circumstances
- All teacher assessed work to be backed up and copied before it is sent to the examination centre/examiner
- All work to be backed up on the ICT system, if appropriate, which could be retrieved and then sent. This data will also be backed up regularly

14. Centre unable to distribute results as normal

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

Centre Actions

- Contact our IT provider to resolve ICT issues
- Request from the Examination boards paper copies of results to distribute

Further guidance to inform and implement contingency planning:

Ofqual

- <https://www.gov.uk/government/consultations/contingency-arrangements-gcse-as-a-level-project-and-aea/outcome/decisions-on-contingency-arrangements-2022-gcse-as-a-level-project-and-aea>

JCQ

- <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>
- <http://www.jcq.org.uk/exams-office/general-regulations>
- <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
- <http://www.jcq.org.uk/exams-office/forms>

Reasonable Adjustments

- Access Arrangements are handled by our SENCo Lead Mr. Lawrence. In the event of a candidate's circumstances changing, the SENCo Lead will produce evidence and process an online application according.

Updated	October 2025
Next Review Date	September 2026