



---

	<b>Exam Contingency Plan</b>
Committee:	Teaching and Learning
Approved by the LAB	March 2026
Date of next review:	February 2027
Responsible Officer	Ran Partock

---

This Contingency Plan has been written to ensure compliance with JCQ regulations and to ensure a consistent and effective response in the event of the absence of the Exams Officer. This policy should be read and used in conjunction with the schools Contingency Business Continuity Plan Policy.

### **General**

- The Exams Officer maintains a week-by-week schedule of tasks that need to be done. This can be accessed by the Exams Assistant at any time.
- The Exams Assistant has access to the relevant Bromcom and G4S manuals that might be required at any time throughout the year.
- The Exams Assistant has the full support of the Senior Leadership Group which includes the senior leader in charge of exams.
- The Exams Officer records all important decisions and makes the Exams Assistant aware of these throughout the year.

### **Making Entries**

- The Exams Officer is aware of the procedures for making entries and the deadlines for doing so.
- The Exams Officer has access to Bromcom software in order to make entries.
- Subject leaders will be asked to check entries and will be advised in good time of entry deadlines.

### **Coursework/Non-Examination Assessment**

- Where applicable the subject leader is aware of the deadline and the date that it has to be submitted.
- The Exams Assistant will submit coursework/Non-Examination Assessment and check that coursework samples are sent by subject leaders by the required dates.

### **Exam Preparation**

- Seating - The Exams assistant is aware of procedures for allocating candidates to exam rooms and seats.
- Timetables – The Exams Assistant is able to produce individual candidate timetables and distribute these to candidates. Internal candidates can also see these through Bromcom.

- Invigilators – The Exams Assistant normally takes charge of booking and training of invigilators including access arrangements. The Exams Officer is able to do this if the Exams Assistant is absent.
- Exam paper delivery
  - The Exams Assistant has access to the keys to the secure exam paper storage.
  - The Exams Assistant is aware of the regulation relating to the exam paper storage.
  - The Exams Assistant will check off all exam papers when they are delivered.
  - The reception office staff are aware of the need to secure the exam paper delivery as a matter of urgency.

### **Exam period**

Both the Examinations Officer and Exams Assistant have access to the keys to the exam storerooms and keys to the storage cupboards within. In case of absence, the Examinations Officer will inform the Exams Assistant (or vice versa) in good time so that the smooth running of examinations can be ensured. In the event of both the Examinations Officer and Examinations Assistant being absent, the senior leader responsible for examinations and the head of centre has access to a spare set of keys. If absence is pre-planned, then it is the responsibility of the Examinations Officer and/or Examinations Administrator to ensure that the absence has been planned for.

### **Getting Exam papers to the right exam room**

- Exam papers are set out in the Exams storeroom within the storage cupboards in date order so that the following day's exam papers are always easily found.
- Bromcom stores the exam timetable, entries, seating plans and access arrangements. There is an exam timetable stored in the Exams SharePoint detailing which exams are taking place on each day. It also includes which venue with numbers of candidates and details access arrangements. There is also an exams timetable available on the school website.
- Exam packets may need to be opened and re-packed if an exam is taking place in more than one room. Exam packets should be checked by a 2<sup>nd</sup> person to ensure that the correct envelope is being opened – check JCQ guidelines for how far in advance of the exam this may be done. The papers must be ready to be taken to exam venues by 8am and 12noon at the latest.

### **Invigilators**

- Invigilators are given their timetables well in advance and should all know where to go. Invigilators' hours are organised by the Exams team.

### **Attendance registers and seating plans**

- Exam registers and seating plans should be completed for each exam with copies of each stored in the exams office within the relevant files.
- Individual candidate timetables can be printed from Bromcom and the exams assistant knows how to do this. Other exam documents can be found in the Exams Folder and can be accessed by the Exams team.

## Script despatch

- Scripts must be packed and either taken to reception for collection in the afternoon or locked up in the exams storeroom (if it is too late for that day's collection). Parcelforce collect scripts between 2.00 pm and 4.00 pm
- The Exams Assistants are familiar with this procedure and can oversee it. Senior invigilators are also familiar with this procedure, although they are not left unsupervised. The attendance registers are stored in the appropriate file in the exams office and must be ticked and signed. One copy goes into the envelope with the scripts. Envelopes are stored in the exam office secure storage cupboard.
- A yellow label must be stuck on the envelope – this will either be in the file named Parcel Force Labels stored in the same location as the attendance registers, attached to the attendance register, in the case of Pearson exams, or emailed to the Exams email address
- A Parcelforce despatch sheet must be completed (See script despatch ring binder on shelving in exams office.)

## Results

- The Exam Officer and Data Manager is aware of procedures for downloading results data.
- The Exam Officer and Exam Assistant can produce statements of results for candidates.
- The Exam Officer and Exam Assistant are aware of the embargo arrangement.
- The head of centre and senior leader responsible for exams will be available on results day.

## Bad weather

If there are timetabled examinations scheduled on a day when the Head teacher decides that the school should be closed to staff and students, the "School Open: GCE/GCSE Examination Contingency Plan" position will be adopted. The school has a team of staff (the Contingency Team) who should, conditions allowing, be able to come to school to ensure that timetabled exams may go ahead. In such an eventuality, the school, as an examination centre, will only open to candidates sitting timetabled GCE/GCSE examinations. In order that the school can ensure the correct administration of exams, the contingency team must include the Exams officer or a suitably trained member of leadership team. If these members of staff are not able to get into school, the scheduled exam(s) will not run. In line with JCQ (Joint Council for Qualifications) guidance, the school will endeavour to be open and, where conditions allow, timetabled examinations will go ahead. Advice and recommendations from the JCQ state:

*"Wherever possible, the examinations should be conducted according to the centre's published examination timetable" and "it is important to note that rescheduling the examinations is not an option due to the consequences that it would have across the system"*

In the event that weather is adverse and the school is closed on a day of a scheduled public examination

the head of centre will assess the possibility of key staff being able to attend. If they are confident that key staff are able to be in attendance, then the exam will run. The school website will be updated to show timetabled examinations are still going ahead and advising of any revised start times. Start times may be delayed for morning exams if a number of candidates are late (permission will be sought from relevant awarding bodies). All candidates are expected to make the effort to come in and sit their examination. The decisions regarding travelling to school for an exam, rest with individual families taking consideration of the weather and road conditions locally to them. If a candidate is unable to get into school on an exam day as a result of inclement weather, it is imperative that families contact the school as soon as possible to explain that this has occurred. If the head of centre were to take a decision that the school has to shut, as it is unsafe to open, we would notify the exam board that we had been unable to run the exams that were scheduled for that day.

The school's Contingency Business Continuity plan, details plans should the school have to close due to emergencies.

### **Cyber Attack**

The below should be read and actioned in conjunction with the school's cyber-attack policy.

Where a cyber-attack may compromise any aspect of exam delivery or results, the Exams Officer will work with IT and SLG, and notify organisations such as awarding bodies, The National Cyber Security Centre ([www.ncsc.gov.uk](http://www.ncsc.gov.uk)), local law enforcement, Action Fraud ([www.actionfraud.police.uk](http://www.actionfraud.police.uk)) and DfE ([www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)), as appropriate seeking guidance and taking any action required as directed.

If the school system is significantly compromised, containment may include isolating/closing a compromised section of the network and attempt to recover any losses and limit any damage.

The MIS provider must regularly back up systems and base data as per the centre's schedule and keep network security up to date.

If the school system is significantly compromised, for an exam that required ICT, the school may need to transport students to an alternative venue.