

# **Exams Contingency Plan**

Alsop High School

## Exams Contingency Plan

Centre name	Alsop High School
Centre number	34211
Date plan first created	19/03/2024
Current plan approved by	Nicki Bruns
Current plan reviewed by	Angela Robinson
Date of review	04/09/2025
Date of next review	01/09/2026

## Key staff involved in the plan

Role	Name
Head of centre	Mr J Kerfoot
Senior leader(s)	N Bruns J Kerfoot P Mee A Robinson
Exams officer	Mrs Candyce Taylor
SENCo (or equivalent role)	Mrs C Avison
Other staff (if applicable)	Mrs C Bayley Mrs R O'Leary Mrs J Dennis

This plan is reviewed and updated annually to ensure that contingency planning at Alsop High School is managed in accordance with current requirements and regulations.

## Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the examination and assessment process.

By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on processes at Alsop High School.

Alongside internal processes this plan is informed by the Ofqual **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the document 'What schools and colleges and other centres should do if exams or other assessments are seriously disrupted', the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the JCQ document **Preparing for disruption to examinations**.

This plan details how Alsop High School complies with the JCQ's **General Regulations for Approved Centres** (5.3 *Centre management*) by having in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre:

- a contingency plan which covers all aspects of examination/assessment administration and delivery

## Contingency arrangements

### Operating across more than one centre

We do not operate across more than one centre.

### National Centre Number Register and other information requirements

The head of centre will ensure that the centre completes the National Centre Number Register annual update by the end of October every year (even if there are no changes to centre details) which includes providing senior designated contact details (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 5.3)

### Head of centre/senior leader(s) with oversight of examination and assessment administration absence at a critical stage of the exam cycle

Where the Head of Centre is absent, the Senior Leadership for Examinations and Data (ARO) would help with any issues, supported by the Exams officer (CTA) and other member of Senior Leadership.

## Possible causes of disruption to the exam process

### 1. Exams officer 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 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 post-results services

#### Other criteria:

No other criteria identified.

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

The centre will:

Senior Leadership for Exams and Data (ARO) directed by the Head Mr James Kerfoot would assume responsibility for all aspects of the examination process, supported by the Exams Officer (CTA). The centre would seek advice from members of the wider Omega trust, Mr A Day, Mr C Wilcox and the examination boards AQA, Edexcel, OCR, WJEC, NCFE.

## **2. SENCo (or equivalent role) 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

Other criteria:

No other criteria identified.

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

The centre will:

The exams officer (CTA) and Senior Leadership for exams (NLB) to work with the access arrangement assessor (RHU) and the assistant SENDCo, T Wilkinson, to identify candidates where applications for access arrangements or reasonable adjustments may be required. The employment of outside agencies or professionals may be required to assist this process, qualified specialist assessors etc. Seek support from other SENDCo's in the trust, Great Sankey High School as appropriate.

## **3. Teaching staff (or other key staff essential to the examination process) 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 (including controlled assessment and coursework) 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

Other criteria:

No other criteria identified.

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

The centre will:

The Head of Centre (JKE) to employ suitable supply or temporary staff to cover absences in the short term

ensuring that key tasks and required assessments are completed. Seek help and advice from the Head of Departments regarding approaching deadlines and work submission. Seek support from subject specialists within the trust (Great Sankey) to aid in the completion of all assessment activities. Pre-release material to be downloaded by the exams officer (CTA) and given to the appropriate member of staff covering the absent member of staff. The centre to contact the examination boards to ask for guidance with regards to internal assessment marks.

#### **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

Other criteria:

No other criteria identified.

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

The centre will:

Exams officer (CTA) to review the invigilation staffing at the start of each academic year and again once exam entries are completed to ensure sufficient staff are recruited and trained to meet expected ratios.

Recruitment via Liverpool Council Website, Social Media platforms and the school website if needed.

Shortlisting and interviews to be undertaken by CTA and HR from the Trust, Michelle Galvin. The exams officer will liaise with cover and SLT where shortages are apparent at the last minute for staff sickness etc. Consider the use of support staff within the school, or approach an external agency for trained invigilation staff.

#### **5. Exam rooms - lack of appropriate rooms or main venue(s) 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

Other criteria:

No other criteria identified.

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

The centre will:

- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, make use of other available rooms within the centre, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body
- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, move to alternative venue, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned

- **Alternative site(s) details:**

Exams officer to organise rooming ahead of exams windows to ensure sufficient time is available to identify rooms and plan appropriately.

In the event of a room becoming unavailable at short notice, support staff and the exams and invigilation team will ensure that the exam is not compromised whilst an alternative venue is sought. The centre will consider using the sports centre next to the school in an emergency, for smaller exams, Cornerstones which is walking distance from the school and have a hall that would accommodate up to 60 students and a smaller room that would accommodate 12 students.

Consider using a room away from the main building, such as the old gym or the drama studios if capacity suits. Consider contacting the exam boards to request a timetable variation or request to split the exam on timings. Consider whether using an alternative venue within the trust is appropriate, such as the sports hall next door to the site, Great Sankey High school or one of the halls at the primary schools within the trust. Candidates to be transported as appropriate.

- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

- **Communication details:**

Via email or parents if the issue is discovered before the candidates arrive, or verbally once the students are on site. Staff to be on hand to redirect students to the correct venue, settle students on arrival. If using the sports hall, this is on the school site, so no transport needed and exam papers to be taken by the exams team. Students can be escorted on foot to Cornerstones if this is to be the alternative venue.

- ensure the secure transportation of question papers or assessment materials to the alternative venue
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

If taking the students off site, make parents aware. Consider transport home for students if there will be a delay in returning to the centre. The exams officer to direct members of the admin team to contact parents to advise them of the details.

Examinations Officer to ensure the secure transport of exam papers to the alternative centre and back to the centre.

## 6. Cyber security

### Criteria for implementation of the plan

- Where any incidents might compromise any aspect of assessment delivery, such as a cyber-attack

Other criteria:

No other criteria identified.

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

The centre will:

The exams officer (CTA) to work closely with IT (Matt Humphries) and contact the relevant awarding bodies to advise of the issue and seek further guidance. Senior leader in charge of exams (ARO) to monitor the situation and take any action as required and directed by the awarding bodies.

If the exam is written, exam to go ahead, provided the centre is deemed as being safe and secure to do so.

If IT equipment is affected and it is a computer based exam, consider the use of stand alone laptops and

saving work to clean memory sticks.

## **7. Failure of IT systems**

### Criteria for implementation of the plan

- IT system corruption affecting candidates' work
- MIS/IT system failure at final entry deadline
- MIS/IT system failure during exams preparation
- MIS/IT system failure at results release time

Other criteria:

No other criteria identified.

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

The centre will:

The exams officer (CTA) to make the entries from an alternative site within the trust, using the exam boards secure extranet sites or using a stand alone laptop within the centre. Seating plans or timetables compiled using different methods such as alternative software or manually.

Results to be accessed from the exam boards secure extranet sites, from an alternative site if appropriate. The centre could use Spellow Library, Cornerstone to access the exam board website for these tasks,

## **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

Other criteria:

No other criteria identified.

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

The centre will:

- refer to and invoke its (exams) emergency evacuation policy/procedure in line with JCQ's 'Centre emergency evacuation procedure' (or its (exams) lockdown policy)
- contact the relevant awarding body as soon as possible and follow its instructions
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

Exams Officer (CTA) Inform the relevant awarding bodies as soon as it's possible to do so.

Refer to lockdown policy where appropriate.

Invigilators to ensure the integrity of the exam is maintained. Make a note of the evacuation and re-entry times to report to the exam boards. Invigilation staff to complete the exam incident log detailing the nature of the



evacuation, the time the exam stopped and the time the exam restarted.

Exams Officer (CTA) to ensure that the students are offered the full allocated time for the exam in each venue, to include any extra time students are entitled to.

## **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

Other criteria:

No other criteria identified.

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

The centre will:

- recognise it remains the responsibility of the centre to prepare students, as usual, for examinations
- facilitate alternative methods of learning
- communicate with candidates (and where appropriate, parents/carers) information relating to alternative methods of learning
- **Communication** details:  
Parents informed of a disruption to learning via email. Outline advice offered by the awarding bodies. Advise on plans to address the issue. Seek alternative site for teaching for exam year groups, such as Great Sankey, or a local school with available space, the local sports hall or Cornerstones.
- take advice offered by the awarding body regarding alternative arrangements for conducting examinations that may be available
- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date

Other centre actions:

Seek advice from the awarding bodies. Facilitate alternative methods of learning, alternative venues or both. Consider online learning. Head of Centre to work with other centres within the trust to minimise the impact of lost learning and teaching time. Prioritise students with exams, where appropriate advise candidates to sit the exam in the next available series. Use the local sports hall or Cornerstones for exam groups.

## **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

Other criteria:

No other criteria identified.

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

The centre will:

- 
- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- discuss alternative arrangements with the awarding body if a candidate misses an exam or loses their assessment due to an emergency, or other event, outside of the candidate's control
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body, ensuring the secure transportation of questions papers or assessment materials to the alternative venue
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue
- **Communication details:**  
Communicate to parents any changes of venues/locations via email.  
Seek alternative locations for exams within the school, or off site if applicable. Sports hall on site or Cornerstones.  
Advise exam boards as soon as possible.
- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

Communicate with the relevant exam boards to make them aware of the issue as soon as possible.  
Communicate with parents/carers regarding possible outcomes of solutions. Liaise with candidates as to whether the exam can be taken at an alternative venue, within the trust or locally, the sports centre or Cornerstones. Offer candidates the ability to sit the exam in the next available series, if appropriate. Apply to the exam boards for Special Consideration where candidates have met the criteria.

### **11. Centre may not be able to open for examinations**

(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

Other criteria:

No other criteria identified.

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

The centre will:

- 
- take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open
- contact the relevant awarding body as soon as possible and follow its instructions (This could include implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online,

using the Centre Admin Portal)

- contact the relevant awarding body as soon as possible and follow its instructions
- discuss alternative arrangements with the awarding body if the exam or assessment cannot take place
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue
- **Alternative site(s)** details:  
Sports hall on the school site.  
Cornerstones community centre, walking distance from the school site.  
Spellow library. 2 rooms available.
- **Communication** details:  
Students will be advised of the change via email if enough time is allowed, or if the change is on the day, school staff and year tutors would relay the information to the candidates.
- consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

Other centre actions:

No other actions identified.

## 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

Other criteria:

Exam officer (CTA) to notify the exam boards if exam papers are not received within 24 hours of a scheduled exam to query the location of the exam papers.

The centre would make the exam board aware of the disruption. If the papers were inaccessible, the centre would contact the exam boards in order to access the papers from their website. Office staff to help with printing.

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

The centre will:

- liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- understand that as a last resort, and in close collaboration with centres and regulators, awarding organisations will consider scheduling of the examination on an alternative date
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or

assessment timetable or to the venue

Other centre actions:

No other actions identified.

### **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

Other criteria:

Exams Officer (CTA) would contact the exam boards affected to make them aware of the delay and contact Parcelforce to ensure the next collection was scheduled.

Exams to be securely stored until collection can be arranged.

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

The centre will:

- where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, seek advice from the relevant awarding organisations and will not make its own arrangements for transportation unless told to do so by the awarding organisation
- for any examinations where the centre makes its own arrangements for transportation, investigate alternative dispatch options that comply with the requirements detailed in the JCQ document *Instructions for conducting examinations*
- ensure the secure storage of completed examination scripts until as close to the collection time as possible

Other centre actions:

No other actions identified.

### **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

Other criteria:

No other criteria identified.

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

The centre will:

- liaise with the awarding body to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body
- where marks cannot be generated by awarding body, inform candidates they may need to retake the

affected assessment in a subsequent assessment series

Other centre actions:

Exams Officer (CTA) would make the exam boards aware of the issue and contact home for the candidates affected.

Exams Officer (CTA) to contact the courier if coursework lost in transit to track the parcel.

Exams Officer (CTA) to take advice from the exam boards regarding the next steps.

### **15. Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services**

#### 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

Other criteria:

The centre would find an alternative location to distribute the results. We have use of the sports centre next door, and some of the school buildings are not attached to each other and may be considered. If 1926 building is out of use, consider using the gym or the activity studios on site. If the disruption involves the whole school site, consider using the sports hall on the site, or Cornerstones or Spellow Library for results distribution.

Signage and staff on hand to redirect students.

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

The centre will:

- make arrangements to access its results at an alternative venue/share facilities with another centre if this is possible, in agreement with the relevant awarding body
- make arrangements to coordinate access to post-results services from an alternative venue
- **Alternative site(s)** details:  
Walton Sports Centre - next door.  
Other on site buildings not affected. Old gym, EPSC building, Rectory.  
Cornerstones  
Spellow Library
- make arrangements to make post-results requests at an alternative location
- contact the relevant awarding body if electronic post-results requests are not possible
- inform candidates of any alternative arrangements in place for the distribution of results and the facilitation of post-results services
- **Communication** details: Candidates would be contacted via email and signs put around the school to direct.

Other centre actions:

No other actions identified.

### **16. Any other cause of disruption to the exam process**

Cause of disruption

No further causes identified

Centre actions to mitigate the impact of the disruption listed above

Not applicable

## Changes 2025/2026

(Changed) Under heading **Contingency arrangements** slight change of wording to reflect GR 3.17-19.

(Changed) Under heading **National Centre Number Register and other information requirements** slight change of wording to reflect GR 5.3.

(Changed) Heading **Head of centre/senior leader(s) with oversight of examination and assessment administration absence at a critical stage of the exam cycle**.

(Changed) Heading **3. Teaching staff** (or other key staff essential to the examination process) **extended absence at a critical stage of the exam cycle**

(Changed) Heading **6. Cyber security** and amended criteria for implementation of the plan.

(Changed) Heading **11. Centre may not be able to open for examinations**

(Updated) Under heading below **Further guidance to inform procedures and implement contingency planning**, relevant links and information has been updated and outdated links/information removed.

## Centre-specific changes

Upon review, no further changes were needed.

## Further guidance to inform procedures and implement contingency planning

DfE

Meeting digital and technology standards in schools and colleges - [Cyber security standards for schools and colleges](#)

Ofqual

Ofqual guidance extract taken directly from the **Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted** [www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted](http://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted)

"This document was updated in October 2023 to include Ofqual's final decisions on long-term resilience arrangements, and the Department for Education (DfE)'s guidance for education settings with confirmed reinforced autoclaved aerated concrete (RAAC).

In addition to this guidance, you will need to be aware of your specific responsibilities for local and national school preparations and contingencies. You should also follow advice from relevant public health bodies.

### Contingency planning

Awarding organisations are required to establish, maintain and comply with an up-to-date detailed written contingency plan, to mitigate any incident they have identified may occur. This includes having communication plans for external parties ([Ofqual General Condition of Recognition A6](#)). Schools and colleges should also be prepared for possible disruption to exams and assessments and make sure staff are aware of these plans.

### Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises. You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

You may also wish to see the [JCO's notice to centres on exam contingency plans](#) and [JCO's notice on preparing for disruption to examinations](#) in England, Wales and Northern Ireland for qualifications within its scope.

### Steps you should take

#### Exam planning

Review your contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

Schools, colleges and other exam centres must speak to the relevant awarding organisations as soon as possible if they are expecting any disruption that might affect the sitting of exams and assessments.

#### In the event of disruption

- Contact the relevant awarding organisation and follow its instructions.
- Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
- Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
- Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take



their exam or timetabled assessment when planned.

- In the event of an evacuation during an examination please refer to JCQ's [Centre emergency evacuation procedure](#)
- Communicate with students, parents and carers any changes to the exam or assessment timetable or to the venue.
- Communicate with any external assessors, invigilators or relevant third parties regarding any changes to the exam or assessment timetable.

### **After the exam**

- Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply to the relevant awarding organisation for special consideration.
- Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
- Ensure that scripts are stored under secure conditions.
- Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

### **Steps the awarding organisation should take**

#### **Exam planning**

- Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
- Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

#### **In the event of disruption**

- Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
- Provide effective guidance to any of their centres delivering qualifications.
- Ensure that where an assessment must be completed under specified conditions, students are able to complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
- Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
- Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

#### **After the exam**

Consider any requests for special consideration for affected students; for example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

If any students miss an exam or are disadvantaged by the disruption

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects, depending on their specific policies.

See also [JCQ's guidance on special consideration](#)

## Wider communications

The regulators, [Ofqual](#) in England, [Qualifications Wales](#) in Wales and [CCEA Regulation](#) in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The [DfE in England](#), the [DfE in Northern Ireland](#), and the [Welsh Government](#) will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption, and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the [Universities and Colleges Admissions Service](#) (UCAS) and the [Central Applications Office](#) (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

## Widespread national disruption to the taking of examinations or assessments

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for examinations and assessments, including exam timetables.

In September 2023, Ofqual and the DfE published [joint consultation decisions on long-term resilience arrangements](#). As in 2023, Ofqual has provided [guidance on collecting evidence of student performance to ensure resilience in the qualifications system](#) for students entering GCSEs, AS and A levels, the Advanced Extension Award and Project qualifications. For VTQs and other qualifications used alongside or instead of GCSEs, AS and A levels, awarding organisations will provide guidance where needed and will contact schools and colleges with more information.

In December 2022, Qualifications Wales published [guidance for contingency assessment arrangements](#) for GCSEs, AS and A levels and Skills Challenge Certificates in the event that a national decision is made to cancel exams. This guidance is still relevant for the current academic year.

The DfE has updated its guidance on [handling strike action in schools](#) in England in light of the industrial action in 2023. The guidance recommends schools should prioritise the running of examinations and assessments on any strike days, and should review their contingency plans to make this happen. Schools, colleges and other exam centres must speak to the relevant awarding organisations if they are expecting any disruption that might affect the sitting of exams and assessments.

The DfE has also issued [guidance for education settings with confirmed reinforced autoclaved aerated concrete \(RAAC\)](#) in their buildings. It includes the need for contingencies for possible disruption to examinations and links to the existing emergency planning guidance.

We will update this page as necessary, with any further relevant links, should national disruption occur.

## General contingency guidance

- [emergency planning and response for education, childcare and children's social care settings](#) from the DfE in England
- [handling strike action in schools](#) from the DfE in England
- [school organisation: local-authority-maintained schools](#) from the DfE in England
- [reinforced autoclaved aerated concrete: guidance for education settings with confirmed RAAC](#) from the DfE in England
- [exceptional closure days: Northern Ireland](#) from the Department of Education in Northern Ireland
- [checklist - exceptional closure of schools](#) from the Department of Education in Northern Ireland

- [school terms and school closures](#) from NI Direct
- [opening schools, childcare and play settings in extreme bad weather and extreme hot weather](#) - guidance for schools from the Welsh Government
- [emergency planning and response guidance for education and childcare settings](#)- guidance for schools and education settings from the Welsh Government
- [protective security and preparedness for education settings](#) from the DfE
- [police guidance](#) from National Counter Terrorism Security Office and partners on preparing for threats
- [cyber security guidance for schools and colleges](#) from the National Cyber Security Centre"

## JCQ

### JCQ guidance taken directly from [Instructions for conducting examinations 2025-2026](#) section 15, **Contingency planning**

"15.1 The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: [www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland](http://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland)

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body or bodies.

15.3 All centres must have 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 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 owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

15.4 If the head of centre decides the centre cannot be opened for scheduled examinations, the centre's contingency plan must be invoked, utilising the centre's alternative site(s) and the relevant awarding bodies must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate 'contingency sessions' for examinations, summer 2026. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland* - [www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland](http://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland)

15.6 The designation of 'contingency sessions' within the common examination timetable is for use in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

15.7 In the event that there is national disruption to a day of examinations in summer 2026, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort, the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such

circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

15.8 Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading. Centres **must**, therefore, ensure candidates and parents are aware of the contingency arrangements so that they may take them into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course."

## **Links to other JCQ documentation**

[JCQ Joint Contingency Plan](#)

[Preparing for disruption to examinations](#)

[General Regulations for Approved Centres](#)

[Guidance notes on alternative site arrangements](#)

[Guidance notes for transferred candidates](#)

[Instructions for conducting examinations](#)

[A guide to the special consideration process](#)

[Guidance for centres on cyber security](#)

## **GOV.UK**

[Emergency planning and response](#): Exam and assessment disruption

[Dispatch of exam scripts guide](#): Contingency planning

## **Wales**

[School closures: examinations](#)

[Opening schools in extremely bad weather and extreme hot weather](#)

## **Northern Ireland**

[Exceptional closure days - Northern Ireland](#)

[Checklist - exceptional closure of schools](#)

## **National Cyber Security Centre**

[Cyber Security for Schools](#)

[Cyber security training for school staff](#)