



Exam Contingency Plan

Review Period Annually **Last Review Date** September 2025 **Next Review Date** September 2026

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1. Policy Information

Centre name	Sutton House Academy
Centre number	16611
Date policy first created	05/01/2024
Current policy approved by	SLT
Current policy reviewed by	Jonathan Lee
Date of review	September 2025
Date of next review	September 2026

2. Key Staff involved

Role	Staff Name
Head of centre	Eglantin Muca (Landi)
Senior Leader(s)	Rachael Wyatt (Teaching & Learning Lead)
Exams Officer	Jonathan Lee
SENCo	Lauren Stephens

This plan is reviewed and updated annually to ensure that contingency planning at Sutton House Academy is managed in accordance with current JCQ requirements and regulations.

3. Purpose of the Plan

This contingency plan examines potential risks and issues that could cause disruption to the examination and assessment process. It sets out actions to minimise disruption and ensure the integrity of examinations, in line with JCQ General Regulations for Approved Centres (GR 5.3) and Instructions for Conducting Examinations.

4. Scope

The plan applies before, during and after examinations and assessments and will be invoked in the event of serious disruption which may affect the delivery, conduct or outcome of examinations.

5. Key Contingency Arrangements

If the Head of Centre or senior leader with responsibility for exams is absent at a critical stage, responsibilities will be escalated in accordance with the Sutton House Academy Escalation Policy.

6. Possible causes of disruption and centre response

6.1 Exams Officer absence

In the event of extended absence, responsibilities will be escalated to a designated senior leader. Priority will be given to maintaining entries, exam security, timetabling, dispatch of scripts, results and post-results services.

6.2 SENCo Absence

The Exams Officer and Admin Assistant will assume responsibility for access arrangements, ensuring approved arrangements are in place and communicated to staff and candidates.

6.3 Teaching Staff Absence

Senior leaders will ensure assessment evidence, entry data and marking information are provided in line with awarding body deadlines.

6.4 Invigilator Absence

Additional trained staff will be deployed, or alternative arrangements made, to ensure exams can proceed under JCQ conditions.

6.5 Exam Rooms Unavailable

Alternative rooms or approved alternative venues will be used where possible. Candidates and parents/carers will be informed promptly.

6.6 IT system or cyber security failure

Contingency arrangements include secure back-ups of assessment data and liaison with awarding bodies if systems fail at key stages.

6.7 Emergency evacuation or lockdown

The centre's Emergency Evacuation Policy will be followed and awarding bodies contacted immediately for advice.

6.8 Centre closure or severe disruption

The centre will follow guidance from awarding bodies and relevant authorities, consider alternative venues, and apply for special consideration where candidates are disadvantaged.

7. Communication

Clear communication will be maintained with candidates, parents/carers, staff and awarding bodies via telephone, email and ParentMail as appropriate.

8. After Disruption

Following any incident, the centre will consider the impact on candidates and submit applications for special consideration where appropriate, retaining full records of actions taken.

9. Changes for 2025/2026

No additional changes applicable.