



**Westbrook Old Hall**  
PRIMARY SCHOOL

Westbrook Old Hall Primary School

# Exam Contingency Policy

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<b>Approved By</b>	IEC
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## Review Date and Summary of Changes

Date of review	Summary of changes
June 2026	New policy

Signed by:

*K. Oingley*

Executive Headteacher

Date: June 2026

Date: June 2026

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## Statement of Intent

This plan is in place to ensure the school is prepared for possible disruption to exams and assessments, and that staff will understand how to manage disruption. This plan sets out how the school will comply with the awarding body's requirements and follow a consistent and effective response in the event of disruption to exams and assessments.

Where disruption arises, the school will aim to ensure that any exam or timetabled assessment can still take place, if possible, eg by relocating to alternative premises.

In the event of disruption, any actions taken will be subject to the advice of the awarding body and any other official agencies dealing with the specific circumstances being faced.

The priority when implementing this plan will be to maintain the following three principles:

- deliver assessments to published timetables
- deliver results to published timetables
- comply with regulatory requirements in relation to assessment, marking and standards

## 1. Legal Framework

This policy has been developed and written with due regard to all relevant legislation and guidance in place at the time, and will be reviewed and updated, annually, and in line with any changes in the law.

## 2. Roles and Responsibilities

The governing board is responsible for:

- monitoring the success of this plan
- reviewing this plan on an annual basis, in conjunction with relevant members of staff

The headteacher is responsible for:

- ensuring this plan is adhered to consistently across the school
- familiarising themselves with relevant guidance from the Standards and Testing Agency (STA)
- ensuring staff are supported and appropriately trained to undertake their duties in relation to exams and assessments
- ensuring staff with responsibilities relating to assessment and exams meet internal and external deadlines

In relation to formal exams, as the head of the school, the headteacher is responsible for ensuring the school:

- complies with relevant guidance from the STA
- contacts the STA and promptly follows instructions in the event of disruption or expected disruption
- seeks advice where appropriate from relevant local and national agencies in deciding whether the school is able to open for exams and assessments
- takes all reasonable steps to maintain the integrity of the exams and assessments, including the security of all assessment materials
- familiarises all relevant staff with this policy and the school's exam contingency arrangements
- enables relevant staff to receive appropriate training and support to facilitate the effective delivery of exams and assessments and ensure compliance with the published STA regulations

Invigilators are responsible for:

- familiarising themselves with, and following, relevant guidance
- ensuring all pupils have an equal opportunity to demonstrate their abilities, eg making sure no additional notes are brought into the examination room
- ensuring the security of the examination materials during exams
- preventing and reporting possible pupil malpractice
- preventing possible administrative failures

### **3. Disruption of Teaching Time**

If the school is closed for an extended period, the headteacher will:

- seek advice from the STA
- communicate with parents, carers and students about any disruption with plans to address them
- have a contingency plan to facilitate other methods of learning, alternative venues or both
- prioritise pupils who will be facing examinations shortly

### **4. Unexpected School Closure**

If the school is unable to open as normal for scheduled examinations, eg a fire at the school forces it to close, the headteacher will:

- inform the STA as soon as possible
- refer to emergency plans and/or health and safety policy, where appropriate
- open for examinations and examination pupils only, if possible
- use alternative venues in agreement with STA
- apply to STA for special consideration for pupils where they have met the minimum requirements
- offer pupils an opportunity to sit any examinations missed if possible

### **5. Disruption in Distribution of Examination Papers**

If there is disruption to the distribution of examination papers to schools in advance of examinations, the headteacher will:

- communicate with the STA to organise alternative delivery of papers
- arrange with STA for alternative means of receiving papers, eg electronically or alternative courier

### **6. Disruption to Collection of Completed Scripts**

If there is a delay in normal collection arrangements for completed examination scripts, the headteacher will:

- contact the STA and seek advice and advise papers are locked and secure
- only make alternative arrangements after approval from STA and make sure papers are securely stored until collection

### **7. Assessment Evidence Not Available**

In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, eg a fire at the school destroys completed examination scripts, the headteacher will:

- communicate this immediately to the STA

- communicate this immediately to pupils and their parents or carers

## **8. Inability to Distribute Results**

If the school is unable to access or manage the distribution of results to pupils, the headteacher will

- contact the STA and seek advice on how to get results
- keep pupils, parents and carers informed

## **9. Emergency Evacuation**

If the pupils have to be evacuated from the examination room or school, the staff will:

- keep the exam pupils together under exam conditions, isolated from rest of school
- inform STA as soon as possible that the exam has been stopped
- record the time the exam was stopped
- ensure the remaining time is given when the exam restarts

## **10. Monitoring and Review**

This policy will be reviewed by the headteacher annually. The next review of this policy is shown on the front cover.