

Enterprise Learning Alliance

Examination Contingency Plan



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|-----------------|-----------------|-----------------|
| 2 December 2025 | 2 December 2025 | 1 December 2026 |

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1. Aims

This plan aims to:

- Examine potential risks and issues that could cause disruption to the management and administration of exams
- Mitigate the impact of disruptions by providing actions or procedures to follow

2. Legislation and guidance

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), which requires all exam centres to have a written examination contingency plan/examinations policy.

It's also based on:

- Ofqual's [guidance on contingency planning](#)
- JCQ's [Preparing for disruption to examinations - JCQ Joint Council for Qualifications](#)

3. Responsibilities

3.1 Head of centre

The head of centre is David DuCane, Deputy Headteacher. He will ensure that a written examination contingency plan/examinations policy is in place and covers all aspects of examination administration.

3.2 Staff and invigilators

In our centres staff invigilate exams. Staff involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by Angela Shrimpton, Exams Officer, before each exam series. At every review, the policy will be shared with the Senior Leadership Team.

5. Links with other policies

This policy is linked to our:

[ELA Examination Conflict of Interests Policy](#)
[ELA Examination Internal Assessments Appeals Procedures](#)
[ELA Examination Malpractice Policy](#)
[ELA Non-Examined Assessments Policy](#)
[ELA Examination Policy](#)
[ELA Examination Word Processor Policy](#)
[JCQ General Regulations](#)
[JCQ Instructions for Conducting Examinations](#)

6. Contingency plan

The table below sets out examples of scenarios where a contingency plan may be needed to minimise risk to examination administration. These are based on the [Preparing for disruption to examinations - JCQ Joint Council for Qualifications](#), and are consistent with [Ofqual's current contingency planning guidance](#).

| SCENARIO | WHEN TO IMPLEMENT | ACTIONS | PERSON(S) RESPONSIBLE |
|---|--|--|-----------------------------------|
| Disruption of teaching time in the weeks before an exam – centre remains open | When the centre is open and there is a disruption to teaching or NEA due to staff absence | David DuCane to arrange suitable cover for teachers lessons and assist with ensuring full exam specification has been covered and all NEA processes completed | David DuCane |
| Disruption of teaching time in the weeks before an exam – centre is closed for an extended period | When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning, e.g. if the centre is forced to close | <p>Seek advice from relevant awarding organisations and JCQ</p> <p>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Communicate any changes to your plans with parents, carers and pupils</p> | David DuCane |
| Secure storage room for exam materials is unavailable | In the event that the secure storage room at Westwood is unavailable. | <p>Advise awarding organisations and JCQ.</p> <p>Use the lockable filing cabinet in the Finance Office at Northwood. Keys for cabinet are held by Head of Centre and Exams Officer.</p> | David DuCane and Angela Shrimpton |

| SCENARIO | WHEN TO IMPLEMENT | ACTIONS | PERSON(S) RESPONSIBLE |
|--|--|---|-----------------------------------|
| Candidates unable to take examinations because of a crisis – centre remains open | In the event that candidates are unable to attend examination centres to take examinations as normal, e.g. contagious illness, adverse weather | <p>Communicate with relevant awarding organisations at the outset to make them aware of the issue</p> <p>Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations</p> <p>Communicate any changes to your plans with parents and pupils</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> | David DuCane and Angela Shrimpton |

| SCENARIO | WHEN TO IMPLEMENT | ACTIONS | PERSON(S) RESPONSIBLE |
|--|---|---|-----------------------------------|
| Centre is unable to open as normal during the examination period | In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre | <p>Inform relevant awarding organisations as soon as possible</p> <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Head of Centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies</p> <p>Use alternative venues, such as other centres within the ELA, or neighboring community halls, Walmer Parish Hall Dover Road, Walmer Chapel Hall Station Road, Millmead Hall Millmead Road, St Lukes Church Hall, St Lukes Road Ramsgate; in agreement with relevant awarding organisations</p> <p>Communicate any changes to your plans with parents, carers and pupils</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> <p>Offer candidates an opportunity to sit any examinations missed at the next available series, if possible</p> | David DuCane and Angela Shrimpton |
| Disruption in the distribution of examination papers | In the event that there is disruption to the distribution of examination papers to centres in advance of examinations | <p>Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hard copies</p> <p>If the above isn't possible, Angela Shrimpton to access electronic papers via a secure external network</p> <p>Angela Shrimpton to ensure that centre can receive, make and store papers under secure conditions</p> <p>Angela Shrimpton to contact awarding organisation to see if they are considering rescheduling the examination</p> | Angela Shrimpton |

| SCENARIO | WHEN TO IMPLEMENT | ACTIONS | PERSON(S) RESPONSIBLE |
|--|--|---|-----------------------------------|
| Disruption to the transportation of completed examination scripts | In the event that there is a delay in normal collection arrangements for completed examination scripts | <p>Angela Shrimpton to contact the national 'yellow label service' to establish nature and delay of collection. Angela Shrimpton to seek advice from awarding organisations</p> <p>Angela Shrimpton to gain approval from the awarding organisation if another delivery service is to be instructed and make sure papers are securely stored until collection</p> <p>Angela Shrimpton to ensure secure storage of completed examination papers until collection</p> | Angela Shrimpton |
| Assessment evidence is not available to be marked | In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts | <p>Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers</p> <p>Advise pupils that where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement</p> <p>Advise pupils where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series</p> | David DuCane and Angela Shrimpton |
| Centre is unable to distribute results as normal or facilitate post results services | In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services | <p>Contact awarding organisations about alternative options</p> <p>Make arrangements to access results at an alternative ELA site</p> <p>Co-ordinate access to post results services from an alternative ELA site</p> <p>Contact the relevant awarding organisation if electronic post results requests are not possible</p> | David DuCane and Angela Shrimpton |

| SCENARIO | WHEN TO IMPLEMENT | ACTIONS | PERSON(S) RESPONSIBLE |
|---|---|---|--|
| Absence of exam officers and/or invigilators | In the event that the exam officer is absent. In the event that the centre is unable to provide sufficient invigilators | <p>David DuCane, Deputy Headteacher and Leanne Hill, Administration Assistant to complete all Exam Officer duties</p> <p>All ELA staff are trained invigilators, in the event of insufficient staff at a centre, staff from other ELA centres will be contacted to invigilate</p> | <p>David DuCane and Leanne Hill</p> <p>Angela Shrimpton, David DuCane, Leanne Hill</p> |
| Absence of Head of Centre | In the event that the Head of Centre is absent | Angela Shrimpton, Exam Officer, Nick Waters Assistant Headteacher to complete Head of Centre duties | Angela Shrimpton and Nick Waters |
| Absence of SENCo | In the event that the SENCo is absent | <p>Angela Shrimpton, Exam Officer, Nick Waters Assistant Headteacher to SENCo</p> <p>Angela Shrimpton to ensure that SENCo Access Arrangement documents are accessible</p> | Angela Shrimpton and Nick Waters |
| Succession Planning for Head of Centre, SENCo and Exams Officer | | In the event that no hand over period is available to the new member of staff, existing of staff will share their knowledge and ensure a robust training plan is in place for the new member of staff, covering urgent aspects of the role as in the absence planning above | |
| Failure of IT systems including cyber attack | In the event that the centres IT systems fail or are subject to cyber-attack. | <p>For online assessments use alternative venues, such as other centres within the ELA, in agreement with relevant awarding organisations</p> <p>Communicate any changes to plans with parents, carers and pupils</p> <p>For exam admin use another ELA centre or access services via internet from remote/home location.</p> | David DuCane Angela Shrimpton |
| Lack of appropriate exam rooms | In the event that the centre is unable to access exam rooms. | <p>Use alternative venues, such as other centres within the ELA, in agreement with relevant awarding organisations</p> <p>Communicate any changes to your plans with parents, carers and pupils</p> | David DuCane Angela Shrimpton |

| SCENARIO | WHEN TO IMPLEMENT | ACTIONS | PERSON(S) RESPONSIBLE |
|---|---|---|-----------------------------------|
| Emergency evacuation of the exam room (or centre lock down) | In the event that the centre is locked down and/or that the exam rooms cannot be accessed | <p>Refer to emergency plans and/or health and safety policy, where appropriate</p> <p>Follow Examination Evacuation Plan</p> <p>Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies</p> <p>Use alternative venues, such as other centres within the ELA, in agreement with relevant awarding organisations</p> <p>Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements</p> | David DuCane and Angela Shrimpton |
| Markers unable to mark papers according to schedule | In the event that the planned staff are unable to mark papers according to schedule | <p>Awarding organisations to re-allocate scripts to available markers</p> <p>Awarding organisations to recruit, train or re-standardise qualified additional markers</p> <p>Awarding organisations to consider the proportion of marking required to be completed for grade boundary setting</p> <p>Prioritisation of marking to be based on results dates.</p> | Awarding Bodies |

The Senior Leadership Team, Westwood and Southwood Centre Managers, Teaching and Support staff will all support Head of Centre, SENCo and Exams Officer at each of the ELA sites in the delivery of this Contingency Plan.