



St Matthias School

Exams Contingency Plan

2025-26

Policy Adopted: Spring Term 2024-2025

Policy Review: Spring Term 2025-2026

Headteacher signature:	Chair of Governors signature:
	
Date: 25/03/2025	Date: 25/03/2025

Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow
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Legislation and guidance

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

Responsibilities

Head of centre

The head of centre is Mr Dean Coombes, Head Teacher. He will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

Monitoring arrangements

This policy will be reviewed every year in the Spring Term, or well in advance of each exam series. At every review, the policy will be shared with the governing body.

Links with other policies

This exam contingency plan is linked to the assessment policy

Contingency plan

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – 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	<ul style="list-style-type: none"> • Seek advice from awarding organisations and JCQ • Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this • Contact the Local Authority for alternative locations • Set up 'online' teaching groups, prioritising candidates who will be facing examinations shortly • Advise candidates, where appropriate, to sit examinations in the next available series 	Exams Officer
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. sickness bug	<ul style="list-style-type: none"> • Communicate with relevant awarding organisations at the outset to make them aware of the issue • Use alternative venues (Appendix A) in agreement with relevant awarding organisations • Communicate with parents, carers and candidates regarding solutions to the issue • Arrange transport, if necessary, to facilitate attendance • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible 	Exams Officer
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 forces it to close	<ul style="list-style-type: none"> • Contact the relevant awarding body ASAP 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 (CAP).), discuss alternative arrangements with the awarding body if the exam or assessment cannot take place, follow guidance 	Exams Officer

		<p>provided by the awarding body on the conduct of examinations in such circumstances.</p> <ul style="list-style-type: none"> • Refer to emergency plans and/or health and safety policy, where appropriate • If possible and if able to access exam papers: • Open for examinations and examination candidates only • Use the agreed alternative venues (Appendix A) in agreement with relevant awarding organisations • Arrange transport, if necessary, to facilitate attendance • If unable to access exam papers: • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible 	
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	<ul style="list-style-type: none"> • Communicate with awarding organisations to organise alternative delivery of papers • Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier 	Exams Officer

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	<ul style="list-style-type: none"> • Seek advice from awarding organisations and their normal collection agency regarding collection • Willenhall Road Post Office have a yellow label service that can be used (with approval from awarding organisation) • Make sure papers are securely stored until alternative arrangement in place 	Exams Officer
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	<ul style="list-style-type: none"> • Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers 	Exams Officer
Centre is unable to distribute results as normal	In the event that the centre is unable to access or manage the distribution of results to candidates	<ul style="list-style-type: none"> • Contact awarding organisations about alternative options • Make arrangements to access results at an alternative site (Appendix A) • Contact candidates to advise of new arrangement • Inform candidates electronically if necessary/requested 	Exams Officer
Exams Officer/Head absent	In the event that the Exams Officer/head of centre is absent during any part of the exam series including any of the scenarios listed	<ul style="list-style-type: none"> • John Paterson and Yogesh Gaimda (Assistant Headteachers) will assume responsibility for all aspects of the Exam Office/Head. Yogesh Gaimda is the secondary key holder 	John Paterson/ Yogesh Gaimda (Assistant Heads)
SENDSCO Absent	In the event that the SENDSCO is absent during any part of the exam series including any of the scenarios listed	<ul style="list-style-type: none"> • V Beswick (SEN Administrator) with the assistance John Paterson and Yogesh Gaimda (Assistant Headteachers) will assume responsibility 	John Paterson/ Yogesh Gaimda (Assistant Heads), V Bewick (SEN Admin)

Cyber-Attack	Where a cyber-attack may compromise any aspect of delivery	<ul style="list-style-type: none"> • The Exams officer will work with the SLT and with IT support, to make immediate contact with the Awarding Bodies to seek further guidance and support. • SLT will work with the Exams officer to take as action as determined by the relevant awarding bodies. • Ensure IT department have back up of data • Systems for restoring services and recovering data from the back ups are tested and reliable • Identify any affected data and notify organisations as appropriate • Ensure Exams Officer has access to awarding sites from home • Contact the National Cyber Security Centre • Contact police and Action Fraud • Inform the DfE by emailing securityenquiries@education.gov.uk • Inform the relevant awarding organisations 	Exams Officer, IT department and Senior team.
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Date of policy: **February 2025**

Alternative venues available for use

<u>Organisation</u>	<u>Phone Number</u>
Wolverhampton University	01902 321000
Wolverhampton College (Wellington Road Campus)	01902 836000
Wolverhampton College (Paget Road)	01902 836000
Eastfield Community Centre	01902 552295
Wolverhampton Science Park	01902 824000
New Cross Hospital (Conferencing)	01902 307999
Chillington Working Men's Club	01902 870165
<u>Schools</u>	
Heath Park	01902 556360
Moseley Park	01902 553901
South Wolverhampton and Bilston Academy	01902 493797
Our Lady & St Chad Catholic Academy	01902 558250