



*The* HENRY  
BEAUFORT *School*

# 10

## Exam Contingency Plan

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## **Purpose of The Henry Beaufort School Exam Contingency Plan**

This plan examines potential risks and issues that could cause disruption to the exam and assessment process at The Henry Beaufort School. The contingencies set out are to be implemented to alleviate the impact of disruptions to the exam process. At all times, the Head of Centre and Examinations Officer will liaise with the relevant Awarding Body to ensure any contingency plans meet with their requirements and that JCQ regulations are adhered to.

Alongside internal processes, this plan is informed by the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) **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 also confirms The Henry Beaufort School's compliance with JCQ's **General Regulations for Approved Centres** (GR 5.3) that the centre has 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**

In accordance with the regulations (GR 3.17-19), The Henry Beaufort School **must** have an up to date written contingency plan.

The contingency plan **must** cover all aspects of examination/assessment administration and delivery. Senior leaders **must** have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

- The plan must cover the following scenarios:
- the head of centre, deputy headteacher with responsibility for oversight of examination and assessment administration, ANCO (or equivalent role), examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems

As part of the contingency plan the centre **must** identify an alternative site or alternative sites which can be used if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different year groups.

The Henry Beaufort School **must** have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The Henry Beaufort School **must** ensure where candidates' work is produced electronically it is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud. Appropriate security arrangements must be implemented which protect candidates' work in the event of IT system corruption and cyber-attacks.

### **National Centre Number Register and other information requirements**

In accordance with the regulations (GR 5.3), the head of centre will ensure that The Henry Beaufort School 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.

### **Head of centre/Deputy Head responsible for examination and assessment administration absence at a critical stage of the exam cycle**

Where the head of centre/deputy head responsible for exams and assessment administration is absent at a critical stage of the examination cycle, the main duties and responsibilities will be taken up by:

The Deputy Head and Assistant Head both of whom have significant and recent experience of the exams process and regulation.

These staff members will be assisted by the Assistant Heads as is part of the current exams process.

The contingency plan considers the possible causes of disruption to the exam process as detailed below:

1. Examinations Officer extended absence at key points in the Examinations Cycle.

If the Examinations Officer is absent at key points in the Examinations Cycle the Henry Beaufort School will take action as required:

- **Teacher of Maths (formerly an Exams Officer) with recent (2024-25) Exam Season experience can be called upon to take over supported by admin staff.**
  - **Examinations Officer of another school can be requested to provide assistance if necessary.**
  - **The SLT lead for exams can step in to cover the role supported by Lead Invigilators and former Exams Officer.**
  - **The Head of Centre or SLT responsible for exams can nominate a “Deputy” to temporarily cover the role.**
2. Disruption of teaching time in the weeks before an exam – centres are closed for an extended period

If the school is closed or candidates are unable to attend for an extended period during normal teaching time the school will aim to prepare students, as usual, for examinations by either

- **Facilitating teaching and learning by an alternative method e.g. online teaching and study materials or at an alternative location**
  - **Providing remote learning**
  - **Entering candidates in the next available series**
3. ANCo extended absence at any of the key points listed below in the exam cycle.

#### *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*

**ANCo absence**

- Learning Support Practitioner (LSP) with responsibility for access arrangements supported by the SEN team and teaching staff will continue with screening of students to identify potential candidates for further testing for potential access arrangements.
  - SEN team to continue with school process of trialing arrangements in lower school years and gathering evidence for normal way of working and evidence of need.
  - SENCO to identify any candidates not yet approved by Awarding Bodies and complete appropriate JCQ paperwork e.g. Form 8 as required and provide paperwork to enable Exams Officer to make Access Arrangements Online.
  - Examinations Officer to provide additional support to communicate access arrangements internally.
  - SENCO and EO will work together to put centre-delegated arrangements in place where needs are identified
  - SENCO and EO will work together to ensure access arrangement facilitators are trained
  - EO will provide schedule of requirements to Assistant SENDCo based on candidate timetables to ensure candidates are appropriately supported in exam rooms

**4. Teaching staff extended absence at key points in the exam cycle**

- Where at all possible appropriately trained teaching staff will cover lessons and liaise with subject AL to ensure appropriate curriculum is adequately covered.
- Exam entries covered by subject AL supported by SLT link.
- NEA tasks overseen by subject AL in liaison with class teacher.
- Subject AL and Exams Officer will ensure timely communication of centre assessed marks to students allowing time for a request for a review of the centre's marking prior to submission to the awarding body.

**5. Invigilator absence or lack of appropriately trained invigilators**

The Henry Beaufort School maintains a contingent of internal staff fully trained invigilators for emergencies and peak exam days. The school regularly reviews forthcoming invigilator resource requirements to enable timely recruitment, screening, and training of invigilators for exam seasons

Failure to recruit and train sufficient invigilators to conduct exams

- Use fully trained contingency internal support staff
- Contact agency for supply invigilators
- Staff trained at short notice if required (Invigilation outside their own subject)

Invigilator shortage on peak exam days

- **Use fully trained contingency internal support staff**

Invigilator absence on the day of an exam

- **Contact invigilator team not scheduled for sessions on the day**
- **Use fully trained contingency internal support staff**

6. Exam rooms – lack of appropriate rooms or main venue unavailable at short notice

- **Exams will be re-roomed on site and where necessary start times rescheduled and students “isolated” to maintain exam security.**
- **Removal of year groups to make space for adequate accommodation as required**
- **If no suitable accommodation can be found onsite The Henry Beaufort School will endeavour to provide alternative accommodation and will seek prior agreement in principle with local schools and an “alternative site” application made to the awarding body.**

7. Cyber Security

Incidents which might compromise any aspect of assessment delivery, such as a cyber-attack

**a) Disaster Recovery Plan which will be mitigated by The Henry Beaufort School Cyber Security Policy (see separate document)**

8. IT Systems Failure & Cyber Attack

Corruption affecting Candidates Work

- **Ensure where candidates’ work is produced electronically that it is backed-up and where possible consider the contingency of candidates’ work being backed-up on two separate devices, including one off-site back-up via the Cloud. Implement appropriate security arrangements which protect candidates’ work in the event of IT system corruption and cyber-attacks.**

MIS system failure at final entry deadline

- **Liaise with awarding body regarding extension to deadline or alternative entry methods**
- **Liaise with IT manager to implement Business Continuity Plan**

MIS system failure during exams preparation

- **Power cuts – battery back up to secure existing network**
- **Manual preparation of non-electronic tasks**
- **Local problem – Explore with SLT for home working**

MIS system failure at results release time

- **Disaster Recovery**

- Liaise with awarding body to provide hard copy of results where possible
- Local problem – implement secure remote access for emergency and non-emergency work

#### Systems failure during exams

- IT manager and IT technician onsite throughout period
- Redundant systems to accommodate fall over
- Rearrange accommodation of students as required to any room in school

#### 9. Emergency evacuation or lockdown - candidates unable to re-enter venue for extended period or unable to start or proceed with exams

- Alternative onsite arrangements to be made where appropriate.
- Consideration of suitable local alternative accommodation.
- Head of Centre to make decision regarding abandonment of exam if time elapsed makes continuation unsuitable for candidates or the safety of students or security of the exam would be compromised.
- Exams officer to liaise with exam board for advice and apply for Special Consideration if appropriate.

#### 10. Candidates may not be able to take examinations - centre remains open

*Candidates may not be able to attend the examination centre to take examinations as normal because of a crisis*

- The Henry Beaufort School will consider moving the starting time of the examination for all candidates - aware of the rules for very late arrivals (see section 21 of the JCQ document *Instructions for conducting examinations*)
- Wherever possible, it is always in the best interest for candidates to sit the examination. However, The Henry Beaufort School will consider special consideration as an option where a candidate is unable to sit the examination (see Chapter 4 of the JCQ document *A guide to the special consideration process*)
- The relevant awarding body will be contacted if additional support or guidance in the event of disruption to examinations is required

#### 11. Centre unable to open as normal during the examination period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

- The Henry Beaufort School will endeavour to provide alternative accommodation and will seek prior agreement in principle with local schools (Harestock Primary, The Westgate School) and an “alternative site” application made to the awarding body.
- The school will liaise with the Local Authority to provide an alternative venue(s) for candidates.

- The school will communicate alternative arrangements to candidates and parents.
- The decision on whether it is safe for a centre to open lies with the head of centre who is responsible for taking advice or following instructions from relevant local or national agencies
- Special consideration is an option if all other avenues have been exhausted and candidates meet the published criteria
- The relevant awarding body will be contacted if additional support or guidance in the event of disruption to examinations is required
- Candidates will be entered into the next series if required.

#### 12. Disruption in the distribution of examination papers

The school will communicate with awarding bodies to organise alternative delivery of papers including electronic download via secure key materials. Papers will be copied in a secure area by approved staff and stored in the school's secure exam storage facility. In extreme circumstances under advice from the regulator and the awarding bodies the exam may be re-scheduled.

#### 13. Delay in the collection of completed examination scripts

- The Exams Officer will ensure secure storage of completed examination papers until collection.
- The Exams Officer will contact Parcelforce "Yellow Label service" to resolve problems and separately contact awarding body to advise them of situation and seek advice.

#### 14. Assessment evidence is not available to be marked

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked or moderated either at centre, en route to awarding body or whilst in possession of awarding body:

- awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
- where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series

#### 15. School unable to distribute results as normal or facilitate post results services

##### Distribution of Results

- The school will arrange alternative distribution method including distribution at a local centre or school (Harestock Primary, The Westgate School)
- Consider electronic distribution by MIS under Embargo regulations
- The school will communicate alternative arrangements to candidates and parents. Post

##### Results Services

- The school will arrange alternative location where necessary to make post results requests available (Harestock Primary, The Westgate School)
- The school will contact the relevant awarding organisation if electronic post results requests are not possible

This policy will be reviewed annually or earlier should a scenario indicate an update may be required