KING'S OAK SCHOOL



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Exams Contingency Plan

Exams Policy

2025-2026

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Purpose

The policy sets out the actions to be taken in the event of significant disruption to any part of the examination cycle at King's Oak School. By outlining actions / procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

This plan confirms that King's Oak School is compliant with the most current JCQ regulation and that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The Examination Contingency Plan must be available for inspection purposes.

https://www.jcq.org.uk/exams-office/general-regulations

The Head of Centre is responsible to the awarding bodies for making sure all examinations/assessments are carried out according to the instructions, and the qualification specifications issued by the awarding bodies. For operational purposes, the Examinations Officer has delegated responsibility to act as the Head of Centre for day to day running of the examinations cycle.

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When the plan would be triggered

In the event of a disruption to the centre's examination system eg long term absence, school closure for unforeseen reasons, adverse weather and any other event that disrupts exams.

In the absence of the Examinations Officer, the Deputy Head Teacher would deputise and put into place the recommended actions below, overseen by the Head of School.

It is the responsibility of the Examinations Officer to ensure that members of the Senior Leadership Team are knowledgeable in the examinations cycle, are sufficiently trained, informed and able to cover in the Examination Officer's absence. This includes communication between all stakeholders at the centre (teachers, support staff, subject and senior leaders), candidates, parents and the public.

Where necessary, communication to parents and students would be done using email, and the school website.

Key Documents

The latest versions of all relevant JCQ documents are saved electronically in the King's Oak shared examination folder, also hard copies can be found in the Head of Achievement's office.

Because secure access is required for each exam board, certain members of the exams team are registered and have access to the main exam boards.

Possible scenarios and responses

For all scenarios the exams officer would liaise closely with the relevant Awarding Body

1. **Examinations Officer absence – long or short term absence**

Possible impact	Exam cycle is disrupted
Recommended Actions	• Calendar of tasks with deadlines is placed in shared network area and King's Oak google calendar. Accessible by the exams team • Ensure that exams team is sufficiently informed to continue with exam cycle: in year training of members of the exams team to ensure results can be accessed and downloaded. • Head of School and Deputy Head Teacher trained and practised in downloading results for Results Day. • Links with other local centres made to access

	expertise.
Success criteria	Successful completion of exam cycle with no effect on students' access to exams

2. Head of Centre or the member of SLT with responsibility for examinations is absent

Possible Impact	Results Days are disrupted; exam cycle is disrupted, including entries and the carrying out of examinations
Recommended actions	• Ensure that exams team/ teaching colleagues are sufficiently informed to continue to roll out exams cycle/results days without interruption. • SLT members are trained to deputise in the absence of key exam team members.
Success Criteria	Successful completion of exams cycle / results days with no effect on students' access to exams or results.

3. SENDCO extended absence at key points in the exam cycle

Possible impact	Candidates not tested/assessed to identify possible access arrangement requirements Evidence of need not collated Failure to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
Recommended Actions	• Head of School/Executive Head (previous SENDCO & line manager to SENDCO) to liaise with Exam Officer
Success criteria	All students provided with correct access arrangements/support

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

Possible impact	Late entries, incomplete non examination assessment tasks, internal assessment marks and candidates' work not provided to meet awarding body deadlines
Recommended Actions	• Line Manager and Exam Officer to liaise with existing staff.
Success criteria	Candidates given full support. Awarding body deadlines are met.

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5. Invigilators – lack of appropriately trained invigilators or invigilator absence

Possible impact	Failure to recruit and train sufficient invigilators to conduct exams, invigilator shortage on peak days, invigilator absence on day of exam.
Recommended Actions	• Line Manager and Exam Officer to liaise with support staff. • Majority of support staff to undergo training as invigilators so they can step in if necessary.
Success criteria	Little or no disruption to candidates

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

Possible impact	Main exam venues unavailable due to an unexpected incident at exam time
Recommended Actions	• Head of Centre to arrange emergency contingency timetable to make classrooms available. • Head of Centre to liaise with Executive Head Teacher to arrange the use of other buildings within the federation.
Success criteria	Little or no disruption to candidates

7. Failure of IT systems

Possible impact	Unable to meet final entry deadline, during exam preparation, results release time.
Recommended Actions	• IT Consultant to be available. Liaise with exam boards.
Success criteria	Little or no disruption to candidates

8. Emergency evacuation of the exam room (or centre lock down)

Possible impact	Whole centre evacuation (or lock down) due to serious incident resulting in delay to exam start or during exam
Recommended Actions	• Exam officer to liaise with Head of Centre, awarding bodies informed and advice taken re alternative venues and options for candidates.
Success criteria	Awarding bodies apply special consideration for candidates affected

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9. Disruption of teaching time - centre closed for an extended period

Possible impact	Centre closed or candidates are unable to attend for an extended period during normal teaching time, interrupting the provision of normal teaching and learning
Recommended Actions	• Head of School, Executive Head Teacher, Governors, SLT to take necessary action.
Success criteria	Candidates given opportunity at alternative site

10. Candidates unable to sit examinations due to crisis – centre remains open

Possible impact	Candidates are unable to attend the examination centre to take examinations as normal
Recommended Actions	• Exam Officer to liaise with Head of Centre and to inform awarding bodies, other local venues to be used (if possible within the federation). • Awarding bodies informed.
Success criteria	Candidates able to sit examinations at alternative venue

11. Centre unable to open as normal during the exams period due to ongoing impact of a health and safety emergency eg Covid 19

Possible impact	Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to unforeseen emergency) meaning exams may be delayed or disrupted
Recommended Actions	• Exam Officer to liaise with Head of Centre and to inform awarding bodies and take their advice
Success criteria	Candidates able to sit examinations at alternative venue

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12. **Severe weather**

Possible impact	Staff and students unable to access centre on exam days
Recommended Actions	• Consult awarding bodies and make aware of issue; liaise with candidates and parents to identify whether examination can be sat. • Consider accessing exam at alternative venue
Success criteria	Completion of exam or opportunity to sit at next exam series

13. **Assessment - candidate evidence is not available to be marked due to fire and/or damage**

Possible impact	Large scale damage and or destruction of assessments/scripts before it can be marked
Recommended Actions	• Exam Officer to liaise with Head of School and awarding bodies as to appropriate action, liaise with candidates and parents. • Awarding bodies generate marks from other appropriate evidence of candidate achievement
Success criteria	Centre marks are generated from existing assessment materials and award can take place

14. **Centre unable to distribute results as normal**

Possible impact	Centre is unable to access or manage the distribution of results, or facilitate post-result services
Recommended Actions	• Exam Officer to liaise with Head of School and awarding bodies as to appropriate action, arrange to access results at alternative site • Candidates and parents to be kept informed via normal school communication channels
Success criteria	Centre marks are generated from existing assessment materials and award can take place

15. **Contingency Day (as published by exam board)**

Possible impact	Students choose not be available for the reschedule exams for reasons other than those traditionally covered by special consideration
Recommended Actions	• To publicise the date of Contingency Day to students, parents/carers
Success Criteria	Candidates sit exams at re-scheduled time slot

16. **A cyber attack on the school ICT systems means data regarding examination entries, candidates or results is compromised**

Possible impact	Sensitive data is shared illegally
Recommended Actions	• To liaise with the Executive Head Teacher (GDPR Officer) and Judicium as to next steps and any mitigating actions which the school can take. • With advice from Judicium, communicate data breach with all relevant parties, together with any relevant information victims should take to reduce potential damage /to mitigate the breach.
Success Criteria	For any breach to be contained and limited as quickly as possible; For all affected parties to be informed so that mitigating action can be taken as quickly as possible

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17. The school's internet access or use of ICT internal / external systems is compromised or unavailable over the period leading up to and during results being issued by exam boards, due to accidental damage or other system failure.

Possible impact	Results may not be able to be downloaded to school. Results may not be able to published easily / emailed to students.
Recommended Actions	• For ICT Consultant to work with exams team to help resolve the problem. • For ICT Consultant to work with all appropriate external providers to identify and resolve the problem. • For the school to investigate whether an alternative venue can be used and appropriate hardware moved across to an alternative venue if issue is with school's network. • For the school to liaise with the exam board to help resolve the problem. • For the school to liaise with FE providers to help students to progress to next steps.
Success Criteria	All students received results on the correct date and could progress without interruption to their next steps

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Further Guidance

General regulations for approved centres

http://www.jcq.org.uk/exams-office/general-regulations

Guidance on alternative arrangements

http://www.jcq.org.uk/exams-office/forms

Guidance on transferred candidate arrangements

https://www.jcq.org.uk/exams-office/entries

Instructions for conducting examinations

http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

A guide to the special consideration process

http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and- guidance