



Chipping Sodbury School

Examination contingency plan

Approved by	CSS Governors
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Linked policies	

This plan is reviewed and updated annually to ensure that contingency planning at Chipping Sodbury School is managed in accordance with current requirements and regulations.

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1. 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

2. Legislation and guidance

Alongside internal processes this plan is informed by the Ofqual **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 details how Chipping Sodbury School complies with the JCQ's General Regulations for Approved Centres (5.3 Centre management) by having in place for inspection **a contingency plan which covers all aspects of examination/assessment administration and delivery** that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre.

3. Responsibilities

3.1 Head of centre

The head of Centre is Rob Skipp. He will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

National Centre Number Register and other information requirements

The head of centre will ensure that the centre 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

3.2 Staff and invigilators

Staff and invigilators 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 Senior team every year in the autumn term, or well in advance of each exam series. At every review, the policy will be shared with the governing board.

5. 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 a [detailed Ofqual joint contingency plan published in 2015](#), and are consistent with [Ofqual's current contingency planning guidance](#).

Scenario	When to implement	Actions	Person(s) responsible
1. 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	<p>Seek advice from awarding organisations and JCQ</p> <p>Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this</p> <p>Have a contingency plan to facilitate alternative methods of learning, alternative venues or both</p> <p>Prioritise candidates who will be facing examinations shortly</p> <p>Advise candidates, where appropriate, to sit examinations in the next available series</p>	<p>Head of Centre, Senior team</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</p>

<p>2. Candidates unable to take examinations because of a crisis – centre remains open</p>	<p>In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug</p>	<p>Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to 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>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>	<p>Exams Officer</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</p>
<p>3. Centre is unable to open as normal during the examination period</p>	<p>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</p>	<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>Open for examinations and examination candidates only, if possible</p> <p>Use alternative venues 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>	<p>Head of Centre, Senior team, Exams officer</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</p>

		Offer candidates an opportunity to sit any examinations missed at the next available series, if possible	
4. 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	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
5. Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	Seek advice from awarding organisations and their normal collection agency regarding collection Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection	Exams Officer
6. 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	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	Head of Centre, Exams Officer

7. 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	<p>Contact awarding organisations about alternative options</p> <p>Make arrangements to access results at an alternative site</p> <p>Share facilities with other schools/colleges if possible</p>	<p>Head of Centre, Exams Officer</p> <p>Alternative venue to be used when needed would be Chipping Sodbury Town Hall</p> <p>57-59 Broad Street, Chipping Sodbury, Bristol BS37 6AD Tel. 01454852222</p>
8. Absence of exam officers, teaching staff and/or invigilators	If the Exams Officer is off for unavoidable reasons or invigilators are short.	<p>Exams Line manager to step in and organise the running and administration of exams.</p> <p>Support staff to assist with invigilating.</p>	<p>Assistant Headteacher /Exams line manager.</p> <p>Head of Centre</p>
9. Long term absence of exam officer	If the Exams Officer is off for unavoidable reasons for longer period of time	Exams Line manager to step in and organise the running and administration of exams.	<p>Assistant Headteacher /Exams line manager.</p> <p>Head of Centre</p>
10. Lack of appropriate exam rooms	Exam room is unusable or 'quiet rooms' unavailable	The next quietest classroom to be used and faculty offices whereby nothing is in these offices that would assist the student with their paper i.e posters on walls	Exams Officer and Exams line manager

<p>11. Emergency evacuation of the exam room (or centre lockdown)</p>	<p>If a fire alarm sounds or another emergency occurs</p>	<p>Follow the JCQ emergency procedure.</p> <p>Follow the schools Fire alarm procedure</p> <p>Contact the relevant awarding body as soon as possible and follow its instructions</p> <p>Where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned</p> <p>(After the exam) Consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration</p>	<p>Exams Officer and Invigilators</p>
<p>12. Long term absence of SENCo</p>	<p>If the SENCo is off for unavoidable reasons for longer period of time when AA testing is required or during an examination window (when the SENCo would typically support the organisation of AA).</p>	<p>Deputy SENCo to step in with support from both the Assistant Head (Exams) and Deputy Head (Student support).</p> <p>Note: It may be necessary to provide additional capacity through providing cover for the deputy SENCo in this eventuality.</p>	<p>Deputy SENCo</p> <p>Assistant Head (Exams)</p> <p>Deputy Head (Student support)</p>
<p>13. Cyber-attacks</p>	<p>When the security of school computer systems may have been breached</p>	<p>Centre must promptly report incident to relevant awarding body and, if applicable, any data breach would need reporting to the data protection authority.</p> <p>In order to minimise disruption to examinations paper seating plans, timetables and student lists will be printed</p>	<p>Exams Officer and Exams line manager</p>

		off in advanced of the day of an examination (to mitigate the risk of disruption to the exam systems, these records will be stored in the locked exams office).	
14. Failure of IT systems		Centre 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.	

Changes 2025/26

Changes to point 2. Wording updates in Legislation and Guidance

Changes to point 3. Name of Head changed. Added National Centre Register requirements

Changes to point 5. Changes to scenario 11 and added the scenario 14.