



Policy Name: EXAM CONTINGENCY PLAN

Policy Type: Statutory

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Approved by: Local Governing Body

Policy Owner: Christian Ogbole

Key staff involved in contingency planning:

Role	Name(s)
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Exams officer line manager (Senior Leader)	Helen Gilligan
Exams officer	Christian Ogbole
ALS Lead/ SENCo	Nana Konadu-Aboagye

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Kingsthorpe College. 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.

Alongside internal processes, this plan is informed by the Ofqual Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other centres should do if exams or other assessments are seriously disrupted and the JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

This plan also confirms Kingsthorpe College is compliant with the JCQ regulation (section 5.3, General Regulations for Approved Centres 2023-2024) 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 should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to unforeseen emergency.



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Possible causes of disruption to the exam process

1. Exam officer extended absence at key points in the exam process (cycle)

Key tasks required in the management and administration of the exam cycle not undertaken including:

Risks and issues	Control Measures	Person Responsible
Planning		
Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered	Estimated entries and specification details requested well in advance from subject leaders. This is used to send the estimated entries to the awarding bodies.	Heads of Faculty Exams Officer
Annual exams plan not produced identifying essential key tasks, key dates and deadlines	Key dates incorporated into main school calendar Utilise exams plan from previous year and JCQ calendar to check key tasks, dates and deadlines have been covered	Exams Manager
Sufficient invigilators not recruited	Continual advert on school website Training of support staff to assist with invigilation where there are gaps	Exams Officer
Entries		
Awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff	Head of Faculty responsible for checking estimated entries were submitted with relevant Boards	Heads of Faculty
Candidates not being entered with awarding bodies for external exams/assessment	Examinations Officer is trained to make examination entries, files are sent before deadlines Alternative staff trained to submit entries in absence of Exams Officer	Exams Officer Student Services Lead

Risks and issues	Control Measures	Person Responsible
	Head of Faculties required to confirm entries to the Exams Officer at least 2 weeks prior to exam entry deadline Exam entries re-checked prior to Late Fee and High Late Fee deadlines to provide all reasonable opportunities for entries to be done	Exams Officer
Awarding body entry deadlines missed or late or other penalty fees being incurred	Head of Faculties required to confirm entries to the Exams Officer at least 2 weeks prior to exam entry deadline Final entries signed off by the SLT lead for the relevant cohort	Heads of Faculty SLT Head of Year 10/11 SLT Head of Sixth Form
Invigilators not trained or updated on changes to instructions for conducting exams	Termly meeting scheduled with Invigilators prior to each Exam season, to provide training updates, including one in September when the new JCQ regulations are published. Induction training for all new Invigilators Standardised checklists, aide memoirs and scripts issued within the green boxes for use by invigilators in all exam rooms	Exams Officer
Pre-exams		
Exam timetabling, rooming allocation; and invigilation schedules not prepared	Timetables, rooming and invigilation schedules are organised well in advance of Exams Season.	Exams Officer
Candidates not briefed on exam timetables and awarding body information for candidates	Emailed to students and parents/ carers prior to exams. Hard copies are also given to students. Assembly for students.	Exams Officer Exams Manager

Confidential exam/assessment materials and candidates' work not stored under required secure conditions	Exams Officer makes sure all work is sealed and checked by Exams Manager daily.	Exams Officer
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Risks and issues	Control Measures	Person Responsible
Internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators	Subject staff to meet with Exams Officer well in advance of deadline to submit. Exam Officer aware of dates and will keep prompting until submitted.	Exams Officer Subject Lead of Head of Faculty
Exam time		
Exams/assessments not taken under the conditions prescribed by awarding bodies	Exams timetables in line with National dates and times, with any clashes managed in line with JCQ guidance Invigilators trained and provided with aide memoirs/scripts to assist in administering exams. Any anomalies during Exams are documented and fed back to the Exams Officer and relevant awarding body as appropriate.	Exams Officer Invigilators
Required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration	Log maintained to track returned papers and their dispatch to awarding bodies. Deadlines are tracked for submission of additional reports/requests as appropriate For any issues, communicate with awarding organisations to organize alternative delivery of papers Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	Exams Officer
Candidates' scripts not dispatched as required for marking to awarding bodies	Log maintained to track returned papers and their dispatch to awarding bodies For any issues, communicate with awarding organisations to organize alternative delivery of papers Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	Exams Officer

Candidate's use of AI in internal assessment and work submitted (not detected before signing declaration form)	<p>Exam regulation assembly to make students aware of the risks of using AI tools and that misuse may be treated as malpractice.</p> <p>Subject teachers to reinforce the appropriate use of AI in lessons and leading to assessments.</p> <p>Posters showing AI regulations to be placed in rooms where assessments take place.</p> <p>Internal Standards Verifier to check student work prior to submission</p>	<p>Exams officer & Exam Manager</p> <p>Heads of Faculty</p> <p>Exams officer and Heads of Faculty</p> <p>Internal Verifier</p>
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2. ALS Lead/SENCo extended absence at key points in the exam cycle

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

Risks and issues	Control Measures	Person Responsible
Planning		
Candidates not tested/assessed to identify potential access arrangement requirements	Class teachers responsible for alerting the SEN team to any concerns they have regarding students learning in the classroom so that these can be investigated as early as possible in their school journey	Class teachers SENCo
Centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010	Provisions for students are carefully mapped to ensure resources are allocated to deliver the best outcomes for students and ensure all needs are supported appropriately. Regular communication between SENCo and Exams ensures this happens in the preparation for and during Exam Seasons	SENCo Exams Officer

Evidence of need and evidence to support normal way of working not collated	Class teachers are expected to document any differentiation within the class and collate normal ways of working to help inform access arrangements.	SENCo Pastoral Teams Teaching Staff
Pre-Exams		
Approval for access arrangements not applied for to the awarding body	Exams Officer ensures SENCo is aware of the deadline for applications for access arrangements SENCo and team work to identify any access arrangements, and submit applications in a timely fashion, and monitor any expiry dates as appropriate SENCo update Exams Officer, SEN list and centralised Arbor/ Teams system with all newly approve access arrangements	Exams Officer SENCo

Risks and issues	Control Measures	Person Responsible
Centre-delegated arrangements not put in place	SENCo provide lists of required access arrangements for all students; also recorded on centralised Arbor/ Teams system SENCo and Exams Officer meet in advance of each to confirm access arrangements Dedicated SEN room for those students requiring candidate support Individual rooms identified for those students requiring staff (facilitator) support such as a scribe or reader Agreement for students with extra time to be seated within the main exam halls unless otherwise specified by the SENCo	Exams Officer SENCo

Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline	Exams Officer ensures SENCo is aware of the deadline for requesting modified papers from the board SENCo provide lists of required access arrangements for all students; also recorded on centralised Arbor/ Teams system	Exams Officer SENCo
Staff (facilitators) providing support to access arrangement candidates not allocated and trained	Staff (facilitators) assigned to students and recorded on centralised system Staff (facilitators) receive regular training updates Staff (facilitators) scheduled as part of exams timetables	Exams Officer SENCo
Exam time		
Access arrangement candidate support not arranged for exam rooms	SENCo provide lists of required access arrangements for all students; also recorded on centralised Arbor/ Teams system SENCo and Exams Officer meet in advance of each series to confirm access arrangements	Exams Officer SENCo

Risks and issues	Control Measures	Person Responsible
Access arrangement presented on the day of exam (e.g. student has broken hand and cannot write)	Dedicated SEN room for those students requiring candidate support Individual rooms identified for those students requiring staff (facilitator) support such as a scribe or reader Agreement for students with extra time to be seated within the main exam halls unless otherwise specified by the SENCo Contact relevant Board to advise and agree response Request emergency access arrangement relevant to students needs Use reserve schedule of invigilators for support/SEN staff who can assist with invigilation/facilitation as appropriate	Exams Officer SENCo

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

Key tasks not undertaken including:

Risks and issues	Control Measures	Person Responsible
Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received	Head of Faculty responsible for checking with Exams Officer that estimated entries were submitted with relevant Boards. Internal deadline set prior to final Board deadlines for this information and Exams Officer sends chaser email to Heads of Faculty	Head of Faculty Exams Officer
Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies	Head of Faculties required to confirm entries to the Exams Officer at least 2 weeks prior to exam entry deadline Exam entries re-checked prior to Late Fee and High Late Fee deadlines to provide all reasonable opportunities for entries to be done	Heads of Faculty Exams Officer
Non-examination assessment tasks not set/issued/taken by candidates as scheduled	Non-examination assessment tasks overseen by Head of Faculty and timetabled in Exams calendar Internal deadlines are given to subject leaders in September; reminder e-mails are sent by the Examinations Officer to Head of Faculty near the deadline time	Head of Faculty Exams Officer
Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking	Head of Faculty collates internal assessment marks and shares these with students Candidates invited to request internal remark via Head of Faculty. Exams Officer collates internal remarks from Head of Faculty and requests review of centre marking.	Exams Officer Head of Faculty

Risks and issues	Control Measures	Person Responsible
Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines	Submission deadlines of non-examination assessment tasks overseen by Head of Faculty and timetabled in Exams calendar	Head of Faculty Exams Officer

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Risks and issues	Control Measures	Person Responsible
Failure to recruit and train sufficient invigilators to conduct exams	Continual advert on school website Training of support staff to assist with invigilation where there are gaps Schedule of reserve invigilators from support staff to be used in the event invigilators fail to attend	Exams Officer
Invigilator shortage on peak exam days		
Invigilator absence on the day of an exam		

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice, issues with exam rooms

Risks and issues	Control Measures	Person Responsible
Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning	Prior SLT agreement regarding rooms available as standard for Examinations Room bookings made via Reception, AMEY and PE well in advance of Exam Seasons Music tuition advised in advance of any bookings which will need to be rescheduled to avoid compromising Exams	Exams Officer
Insufficient rooms available on peak exam days		

Risks and issues	Control Measures	Person Responsible
Main exam venues unavailable due to an unexpected incident at exam time	Agreement in place to set up an emergency examination hall in Southfield School. Examinations Officer must notify the examination boards immediately. Candidates must be kept advised of the situation at all times.	SLT Exams Officer
Low Level disruption in examination *	Invigilators are trained to know the JCQ rules and regulations for the conduct of examinations and know the correct course of action to be taken in the event of a disruption of any kind. All measures are taken to reduce disruptions.	Exams Officer Invigilators
Low Level external disturbance e.g. grass cutting *	Site manager advised when and where examinations are taking place to ensure this is avoided.	Site Manager Exams Officer
Power cut in Sports Hall*	Invigilators to open all fire doors to let in light and if needed escort students to fire marshalling point and supervise until power is restored or in worst case alternative accommodation ready. Site manager to be aware of alternative accommodation to be used.	Exams Officer Site Manager
Fire Alarm rings*	Ensure invigilators and students are aware of fire evacuation procedures – procedures included in invigilation boxes (see Appendix 1). If the fire alarm is confirmed as a fault, students will continue working.	Exams Officer Invigilators

6. Issues on the day of Exams

Risks and issues	Control Measures	Person Responsible
Insufficient examination papers	Checking and recording of examination papers received is logged. Number of papers is checked against registers when Exam packs are opened on the day of the Exam by two persons If there are insufficient examination papers due to late entries, then contact the examination board to request permission to photocopy the examination paper.	Exams Officer
Modified Papers not received	Modified papers are ordered in advance of the entries being made. Checks are made when the examination paper arrives in school. Sometimes students want to take re-sits and the late entries mean that the examination boards may not be able to send enlarged or modified papers in time for the examination. In this instance, contact the examination board to request permission to enlarge the examination paper.	Exams Officer SENCo
Students absent	Absences notified to Attendance as soon as possible Students and parents contacted, offer to collect student if necessary	Exams Officer Attendance Officer SLT
Late Arrivals*	Students are given timetables showing date, start time and location of examination prior to their examinations. Ensure students who start late have been supervised at all times. 1: Within 1 hour of start time invigilator to escort student to a seat quietly and note time of arrival, candidate to be given the full time. 2: 1 hour after the start time the candidate may sit the examination but must be told entry may not be accept by	Exams Officer Invigilators

Risks and issues	Control Measures	Person Responsible
	the Board. Contact the relevant Board and complete relevant late paperwork	
Wrong entries identified on day*	Papers are checked against entry lists on morning of exam by Exams Officer and a second person (and signed off) Students are asked to check paper before examination starts.	Exams Officer Invigilator Students
Examination Clock that stops working*	More than one clock is synchronised in the examination hall. Batteries are removed from the clocks after every examination season and put back in when the next examination season starts.	Exams Officer Invigilators
Student turns up who is not entered	Students checked into examination room against seating plan and register. Check with Head of Faculty to ascertain if an entry should have been made. Supervise student until answer received then liaise with relevant Board and act accordingly. Entries changed on system and sent via A2C.	Examinations Officer Head of Faculty Student
Medical emergencies/illness*	Supervise student, move if necessary, if able to, let them complete the paper. Complete a special consideration form and submit to awarding body	Exams Officer
Malpractice identified in the examination room*	Ensure invigilators are aware of procedure for any malpractice. Mobile phones etc. collected at the beginning of examination. Complete Malpractice paperwork if required.	Exams Officer Invigilators
Equipment/IT Failure*	Ensure IT are aware of examinations taking place and are on hand to assist if necessary	Exams Officer Head of IT

7. Failure of IT systems

Risks and issues	Control Measures	Person Responsible
MIS system failure at final entry deadline	Retain paper copies of exam entries until Boards have sent confirmation that these have been successfully received Ensure MIS system is updated with the relevant version and all appropriate patches have been applied IT notified of relevant deadlines and Exam periods to ensure they are available to support with any technical issues Avoid any IT updates or changes during these periods	Head of IT Exams Officer
MIS system failure during exams preparation		
MIS system failure at results release time		
IT system is unavailable on the day of Examination. Candidates unable to access task details at the time of examination.	Book IT equipment well ahead and download any materials needed well ahead if permitted. Test IT systems ahead with IT team well ahead. Test secured access right well ahead before examination season every year.	Exams officer IT Services
Cyber Attack		
Where a cyberattack may compromise any aspect of entries in an examination series.	The exams officer contacts the relevant awarding bodies to seek further guidance. Senior leaders will monitor the situation and take required action as directed by the Awarding Bodies. Exams officer to liaise with the ICT Manager to work with all external providers to identify and resolve the problem as soon as possible. Constant review of risks and weak points in security measures.	SLT Director of IT Services Exams Officer Exams Officer

	<p>Increase staff awareness of data security through whole staff training.</p> <p>The exams officer contacts relevant awarding bodies to seek further guidance.</p> <p>The exams officer liaises with SLT and accesses the results from the awarding bodies secured websites.</p>	Data Manager SLT Exam Officer
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8. Emergency evacuation of the exam room (or centre lock down)

Risks and issues	Control Measures	Person Responsible
Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams	<p>Agreement in place to set up an emergency examination hall in Southfield School.</p> <p>Examinations Officer must notify the examination boards immediately.</p> <p>Candidates must be kept advised of the situation at all times.</p>	SLT Exams Officer

9. Disruption of teaching time in the weeks before the exam – centre closed for an extended period

Risks and issues	Control Measures	Person Responsible
Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.	Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centres to prepare students, as usual, for examinations. In the case of modular courses, centres may advise candidates to sit examinations in an alternative series. Centres should have plans in place to facilitate alternative methods of learning. Contact the relevant boards as soon as possible to seek advice. Consider options to delay entries or submit Special Considerations for the students affected	SLT

10. Candidates unable to take examinations because of a crisis – centre remains open

Risks and issues	Control Measures	Person Responsible
Candidates are unable to attend the examination centre to take examinations as normal	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 Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations Offer candidates an opportunity to sit any examinations missed at the next available series Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements	Exams Officer

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)

Risks and issues	Control Measures	Person Responsible
Centre unable to open as normal for scheduled examinations	Agreement in place to set up an emergency examination hall in Southfield School. Examinations Officer must notify the examination boards immediately. Candidates must be kept advised of the situation at all times.	SLT Exams Officer

12. Disruption in the distribution of examination papers

Risks and issues	Control Measures	Person Responsible
Disruption to the distribution of examination papers to the centre in advance of examinations	Awarding organisations to provide centres with electronic access to examination papers via a secure external network. Ensure copies are received, made and stored under secure conditions with plan in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances. As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date	Exams Officer

13. Disruption to the transportation of completed examination scripts

Risks and issues	Control Measures	Person Responsible
Delay in normal collection arrangements for completed examination scripts	Seek advice from awarding organisations and do not make their own arrangements for transportation unless told to do so by the awarding organisation. Ensure secure storage of completed examination papers until collection.)	Exams Officer

14. Assessment evidence is not available to be marked

Risks and issues	Control Measures	Person Responsible
Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked	Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers 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.	Exams Officer

15. Centre unable to distribute results as normal or facilitate post results service (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

Risks and issues	Control Measures	Person Responsible
Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services	Make arrangements to access results and/or post results services at an alternative site Share facilities with other schools/colleges if possible	Exams Officer



Further guidance to inform procedures and implement contingency planning Ofqual

What schools and colleges and other centres should do if exams or other assessments are seriously disrupted

1. Contingency planning

You should prepare for possible disruption to exams and other assessments and make sure staff are aware of these plans. When drafting contingency plans, you should consider the following guidance...

2. Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises.

You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

3. Steps you should take

3.1 Exam planning

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

3.2 In the event of disruption

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to JCQ's '[Centre emergency evacuation procedure](#)'.
6. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

3.3 After the exam

1. Consider whether any students' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. Advise students, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

4. Steps the awarding organisation should take

4.1 Exam planning

1. Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
2. Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.



4.2 In the event of disruption

- Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
- Provide effective guidance to any of their centres delivering qualifications. Ensure that where an assessment must be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
- Promptly notify the relevant regulators about any event which could have an adverse effect on students, standards or public confidence.
- Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

4.3 After the exam

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

5. If any students miss an exam or are disadvantaged by the disruption

If some of the students have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also:

- [JCQ's guidance on special considerations](#)

6. Wider communications

The regulators, Ofqual in England, Qualifications Wales in Wales and CCEA in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The Department for Education in England, the Department of Education in Northern Ireland and the Welsh Government will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved.

Awarding organisations will alert the Universities and Colleges Admissions Service (UCAS) and the Central Applications Office (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

7. Widespread national disruption

In the event of widespread sustained national disruption, the government departments will communicate with regulators, awarding organisations and centres prior to a public announcement.

Regulators will provide advice to government departments on implications for exam timetables.

(Ofqual guidance extract above taken directly from the Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted (updated 30 November 2022)

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>)



JCQ

15.1 The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

15.4 In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate a 'contingency day' for examinations, summer 2023. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

(JCQ guidance above taken directly from Instructions for Conducting Examinations 2022-2023 <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, section 15, Contingency planning)

JCQ Joint Contingency Plan www.jcq.org.uk/exams-office/other-documents

General Regulations for Approved Centres www.jcq.org.uk/exams-office/general-regulations Guidance notes on alternative site arrangements www.jcq.org.uk/exams-office/online-forms Guidance notes for transferred candidates www.jcq.org.uk/exams-office/online-forms

Instructions for Conducting Examinations www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

A guide to the special consideration process www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance



Respect

Responsibility

Aspiration

Care

GOV.UK

Emergency planning and response: Severe weather; Exam disruption

www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings

Opening and closing local-authority-maintained schools

www.gov.uk/government/publications/school-organisation-maintained-schools Dispatch of exam

scripts guide: Ensuring the service runs smoothly; Contingency planning

[https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-](https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service)

[service](https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service)

National Counter Terrorism Security Office

Procedures for handling bomb threats <https://www.protectuk.police.uk/>