

Examination contingency plan



Approved by: Victoria Edwards

Date: October 2025

Last reviewed on: November 2025

Next review due by: November 2026

3.4 Staff and invigilators

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

4. Cyber security arrangements

Exam/assessment planning includes appropriate preventive measure against issues relating to cyber security, for example, candidates' work is backed up on 2 separate devices, including 1 off-site back-up

The head of centre is responsible for ensuring there are procedures in place to maintain the security of user accounts by:

- Providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- Providing training for staff on awareness of all types of social engineering/phishing attempts
- Enabling additional security settings wherever possible
- Updating any passwords that may have been exposed
- Setting up secure account recovery options
- Reviewing and managing connected applications
- Monitoring accounts and regularly reviewing account access, including removing access when no longer required
- Ensuring authorised members of staff securely access awarding bodies' online systems, in line with awarding body regulations regarding cyber security and the [JCQ guidance for centres on cyber security](#). (authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements)
- Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

5. Monitoring arrangements

This policy will be reviewed by Victoria Edwards, the Executive Headteacher every [year in the autumn term, or before each exam series. At every review, the policy will be shared with the committee.

6. Links with other policies

This policy is linked to our:

- Assessment policy

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Exams officer is absent at a critical stage of the examination cycle*	If the exams officer is absent due to illness or other unforeseen circumstances and unable to perform key tasks required for the management and administration of examinations/assessments	> Contact the relevant awarding organisation promptly and follow its instructions	Richard Doyle Victoria Edwards
SENCO is absent at a critical stage of the examination cycle*	If the SENCO is absent due to illness or other unforeseen circumstances and unable to perform key tasks required for the management and administration of examinations/assessments	> Contact the relevant awarding organisation promptly and follow its instructions > Exams officer to work with deputy SENCO/member of the SLT to put access arrangements in place	Richard Doyle Victoria Palmer
Candidates are unable to take examinations/assessments because of a crisis, but the centre remains open	If candidates are unable to attend examination centres to take examinations/assessments as normal, e.g. due to a sickness bug	> Communicate with relevant awarding organisations at the outset, to make them aware of the issue > Liaise with these candidates to identify whether the examination/assessment can be sat at an alternative venue, in agreement with relevant awarding organisations > Communicate with parents, carers and candidates regarding solutions to the issue > Offer candidates an opportunity to sit examinations/assessments missed at the next available series, if possible > Apply to awarding organisations for special consideration for candidates, where they've met the minimum requirements	Richard Doyle Victoria Palmer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the centre's IT systems*	If a critical failure of the centre's IT systems significantly impacts the administration of exams, e.g. in the event of a cyber attack	> Initiate measures to protect candidates work from corruption/cyber attacks (see section 4) > Contact the relevant awarding organisation promptly and follow its instructions (if digital communications aren't available, make contact by other means, e.g. phone call) > Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open > Identify whether the exam/assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of question papers/assessment materials to the alternative venue > Where accommodation is limited, prioritise pupils whose progression will be severely delayed if they do not take their exam/assessment when planned > Communicate with pupils, parents and carers any changes to the exam or assessment timetable or to the venue > Communicate with any external assessors, invigilators or relevant third parties regarding any changes to the exam/assessment timetable	Richard Doyle Victoria Palmer
Disruption in the distribution of examination papers	If there is disruption to the distribution of examination papers to centres in advance of examinations	> Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hard copies > If the above isn't possible, organise receipt of electronic access to papers via a secure external network > Have plans in place to ensure the school is able to receive, make and store papers under secure conditions > As a last resort, the awarding organisation may consider rescheduling the examination	Richard Doyle Victoria Palmer