



The
Westgate School

#equippedforlife

Examination Contingency Plan Policy

Reviewed: September 2026

Date for Revision: September 2027

1. Statement of Principles

- 1.1 The Examination Contingency Plan Policy is designed to safeguard all stakeholders within the school and aims to:
 - 1.1.1 *Examine potential risks and issues that could cause disruption to the management and administration of exams.*
 - 1.1.2 *Mitigate the impact of disruptions by providing actions or procedures to follow.*
- 1.2 This plan complies with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres, which require all exam centres to have a written Examination Contingency Plan Policy.
- 1.3 This Examination Contingency Plan Policy complies with The Westgate School's funding agreement and articles of association.

2. Roles and Responsibilities

- 2.1 It is the responsibility of all members of staff at The Westgate School to ensure that they are aware of the statutory expectations regarding examinations whilst similarly complying to The Westgate School's policies and procedures.

The following members of staff will have a direct role and responsibility in ensuring the implementation and execution of the Examination Contingency Plan:

2.2 Head Teacher:

- 2.2.1 The Head Teacher is Jonathon Gargan. He will ensure that an Examination Contingency Plan Policy is in place which covers all aspects of examination administration.

2.3 Senior Leadership Team:

- 2.3.1 The Senior Leadership Team at The Westgate School are responsible for reading, understanding, and implementing the contingency plan whilst ensuring that their areas of responsibility adhere to the statement of principles outlined in this policy.

2.4 Teaching Staff:

- 2.4.1 Staff involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

2.5 Support Staff:

- 2.5.1 Support staff involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

2.6 Administrative Staff:

- 2.6.1 Administrative staff involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

2.7 Invigilators:

- 2.7.1 Invigilators involved in The Westgate School's exam process are responsible for reading, understanding, and implementing the contingency plan.

3 Contingency Plan

- 3.1 The table 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
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.	▪ Seek advice from awarding organisations and JCQ. ▪ Communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this. ▪ Have a contingency plan to facilitate alternative methods of learning, alternative venues, or both. ▪ Prioritise candidates who will be facing examinations shortly. ▪ Advise candidates, where appropriate, to sit examinations in the next available series.	JMA CLI
Candidates unable to take examinations because of a crisis – centre remains open	If candidates are unable to attend examination centres to take examinations as normal e.g. COVID-19 or a sickness bug.	▪ 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.	JMA CLI
Centre is unable to open as normal during the examination period	If the centre is unable to open as normal for scheduled examinations, e.g. a local lockdown, flood or a fire at the centre forces it to close.	▪ Inform relevant awarding organisations as soon as possible. ▪ Refer to emergency plans and/or health and safety policy, where appropriate. ▪ Open for examinations and examination candidates only, if possible. ▪ Use Cippenham Primary School in agreement with relevant awarding organisations. ▪ Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. ▪ Offer candidates an opportunity to sit any examinations missed at the next available series, if possible.	JMA CLI
Disruption in the distribution of examination papers	If 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. ▪ Change the timing of the distribution to earlier or later than originally scheduled.	JMA CLI

Potential Issues with IT systems	If the centre is unable to use the IT systems	The centre has agreed with another centre, Slough and Eton, to allow the printing of exam papers with awarding bodies permission	
Disruption to the transportation of completed examination scripts	If 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. - Make sure papers are securely stored until collection.	JMA CLI
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.	- Seek advice from awarding organisations. - Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers.	JMA CLI
Centre is unable to distribute results as normal	If the centre is unable to access or manage the distribution of results to candidates.	- Contact awarding organisations about alternative options. - Plan to access results at an alternative site. - Share facilities with other schools/colleges if possible.	JMA CLI
Absence of exam officers, teaching staff and/or invigilators	If members of staff are unable to support examination centres as normal e.g. COVID-19 or a sickness bug.	- Ensure that SLT are made aware so that the necessary provision to cover invigilators can be implemented e.g. the use of teaching staff and/or support staff should it be necessary. - Plan for LEV to fulfil the duties of JMA in the event of absence.	JMA CLI
Lack of appropriately trained invigilators	If there are not enough trained invigilators to undertake the examinations which fulfil the statutory expectation of JCQ.	Liaise with SLT so that the necessary provision to cover invigilators can be implemented e.g. the use of teaching staff and/or support staff should it be necessary.	JMA CLI
Extreme Medical Emergency	If someone present requires immediate medical attention e.g. cardiac arrest	All present to follow the fire evacuation procedures as stated in the Exams Policy	JMA CLI
Head of Centre Absence	If the Head of Centre absent	The Assistant Headteacher in charge of exams will take responsibility in their absence.	JMA CLI
Senior Leader in Charge of Exams	If the Senior Leader in charge of exams is absent	- The Senior Deputy Headteacher will take responsibility - The Senior Leader will be available during the summer holidays to handle and emergency requests from the awarding bodies. - The Senior Deputy Headteacher will also be available as an additional contact.	LEV
SENCo Absence	If the SENCo. is absent	The Lead LSA will take responsibility in their absence	LK
Exams Officer Absence	If the Exams Officer is absent	The Assistant Headteacher will take responsibility for administration and delivery of exams in their absence.	JMA

4 Examination Adjustments

4.1 Absence

4.1.1 In the case of an absence, staff and/or students at The Westgate School will follow the standard absence procedure as set out in the 'Staff Handbook' and 'Parents Handbook'.

4.2 Local and/or National Lockdown 2026

4.2.1 In the rare case of a local or national lockdown, The Westgate School will follow any guidance by Ofqual and awarding bodies and the standard procedure of student absence during an examination as set out in the 'Examinations Policy' and 'Examination Contingency Plan Policy'.

4.3 For 2026, under the government's resilience program, completion and retention of one mock assessment marked by teaching staff in line with public examination marking schemes must take place.

5 Resilience

5.1 Gathering and Collecting Evidence

5.1.1 Students will sit one full set of mock exams under full exam conditions.

5.1.2 Students will be advised that these mocks will be used as part of the resilience programme.

5.1.3 Students will be informed of their marks and grades, but the papers will be retained by the school after being marked by teachers.

5.1.4 The mock papers used in this series have all been published by the exam boards.

5 Monitoring Arrangements

5.1 This policy will be reviewed every academic year in the autumn term, or well in advance of each examination series by the Assistant Head Teacher who is responsible for 'Examinations, Data and Reporting'. At every review, it will be approved by the Head Teacher and shared with the Governors.

6 Links with Policies

6.1 This Examination Contingency Plan Policy is linked to, but not exclusively or extensively, to The Westgate School's:

6.1.1 *Examination Policy*

6.1.2 *Non-Examination Assessment Policy*

6.1.3 *Parent's Handbook*

6.1.4 *Staff Code of Conduct*

6.1.5 *Staff Handbook*

6.1.6 *Safeguarding and Child Protection Policy*

6.1.7 *Complaints Policy*

6.1.8 *Data Protection Policy*

6.1.9 *Data Breach Policy*

6.1.10 *Data Retention Policy*

6.1.11 *Information Security Policy*

6.1.12 *Malpractice and AI Use Policy*