

West Park

'A caring school where we put pupils and their achievement first'



Examination Policy

Policy Statement

Purpose of Policy

The centre is committed to ensuring that the examinations/assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements. This policy will ensure that:

- all aspects of the centre's process is documented, supporting the centre's contingency plan, and other relevant exams-related policies and procedures are signposted to
- the workforce is well informed and supported
- all centre staff involved in the process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times
- exam candidates understand the process and what is expected of them

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This examination policy will be reviewed by the Head of Centre, Deputy Head with responsibility for examinations and the Examinations Officer.

Contents

- 1. Examination roles and responsibilities overview**
- 2. The statutory tests and qualifications offered**
- 3. Examination seasons and timetables**
- 4. Entries, entry details and late entries**
- 5. Examination fees**
- 6. The Disability Discrimination Act (DDA), special needs and access arrangements**
- 7. Managing invigilators and examination days**
- 8. Candidates, clash candidates, special consideration, candidate identification and recognition of prior learning**
- 9. Non-examination Assessment and appeals against internal assessments**
- 10. Results, enquiries about results (EAR) and access to scripts (ATS)**
- 11. Certificates**
- 12. Examination Contingency Plan (Administration)**
- 13. Appendix 1 Examination Contingency Plan**

1. Examination roles and responsibilities overview

Head of Centre

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting published JCQ regulations and awarding body requirements.

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre must not normally appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

The head of centre and/or examinations officer may operate across more than one centre. In such cases the head of centre must ensure there is suitable senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan.

Head of centre responsibilities

(GR 1) Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

(ICE Introduction) It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the Instructions for conducting examinations document. Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures 2025- 2026.

(GR 5.1)

The head of centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

Overall responsibility for the school as an examination centre:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - General Regulations for Approved Centres (GR)
 - Instructions for Conducting Examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AA)
 - Suspected Malpractice - Policies and Procedures (SM)
 - Instructions for Conducting Coursework (ICC)
 - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
 - A guide to the special consideration process (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see National Centre Number Register and other information requirements section)
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel

Resilience and contingency arrangements

([GR](#) 3.16-19)

The centre must ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering evidence of candidate performance in line with the published guidance.

The centre must have an up to date written contingency plan.

The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan must cover the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo, examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of their contingency plan centres must identify an alternative site if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different Year Groups.

The centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The centre must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber security

([GR](#) 3.20-21)

The head of centre must ensure 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 document *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

National Centre Number Register and other information requirements

(GR 5.3)

- Provides contact details as follows:
 - a physical address to which all examination and assessment materials will be despatched – this must be the registered address of the centre
 - a landline telephone number – this must be the number of the main office/switchboard of the centre
 - a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (Personal email addresses such as 'Yahoo', 'Hotmail' and 'Gmail' are not acceptable)

Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites
 - the name of the head of centre and their email address
 - 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)
- Responds to the National Centre Number Register annual update by the end of October every year
 - informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the head of centre)
 - informs the National Centre Number Register Team (email address – ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This

- must be on centre headed stationery which can be sent as an email attachment)
 - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
 - responds, by completing the Head of Centre Declaration, to the National Centre Number Register request for confirmation that they are aware of and adhering to the latest versions of the JCQ regulations, and does so no later than the end of October every year
 - responds to any other reasonable requests made by the National Centre Number Register Team
- (GR 1.9) Understands that this responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 and ultimately, awarding bodies could withdraw their approval of the centre

Centre inspections

(GR 5.3)

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify themselves with a formal identity document and must be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility
- Has in place the following policies for inspection that must be reviewed and updated annually

Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
- Enables the relevant senior leader(s), the examinations officer (EO) and SENCO to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Ensures that the SENCo (or equivalent role) understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role
- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations)
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations

External and internal governance arrangements

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent. This procedure can be found in appendix 1 (Escalation Process)
- Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments

Delivery of qualifications

(GR 5.3)

- Delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject concerned

Public liability

(GR 5.3)

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

Controlled assessments, coursework and non-examination assessments

(GR 5.3)

- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates)
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

Security of assessment materials

(GR 5.3)

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
- the security of all assessment materials
- that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre
- reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials
- Makes arrangements to:
- receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document Instructions for conducting examinations
- access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document Instructions for conducting examinations
- receive and issue material received from the awarding bodies to staff and candidates,

and notify them of any advice and instructions relevant to the examinations and assessments

- Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

Internal Appeals Procedures

- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
- Advises on appeals and re-marks

Access arrangements and reasonable adjustments

(GR 5.4) The head of centre/senior leadership team will:

- appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury
- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs
(The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where

the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)

†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect

- ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)
- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and held on file for inspection)
- have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ document Access Arrangements and Reasonable Adjustments

Malpractice (GR 5.11)

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document Suspected Malpractice - Policies and Procedures and

- provides such information and advice as the awarding body may reasonably require
- (GR 6.2) Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document Suspected Malpractice – Policies and Procedures

Personal data

(GR 6.6, 6.8)

It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data (“Student Materials”). Awarding bodies may use the Student Materials to evaluate candidates’ performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body’s privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

Privacy Notices details for Examination Boards are available on Firefly- Information to Candidates.

Examinations Officer

Manages the administration of public and internal examinations:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of, and understand, those aspects of the examination timetable that will affect them
- Informs teaching staff of non-examination assessment deadlines in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries, if required by examination boards
- Receives, checks and stores securely all examination papers and completed scripts
- Makes applications for special consideration with reference to JCQ '*Guide to the Special Consideration Process*'.
- Identifies and manages examination timetable clashes
- Accounts for income and expenditures relating to all examination costs/charges
- Organises the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- Ensures candidates' non-examination assessment marks are submitted on schedule, tracks dispatch of sample work and forwards returned work to Heads of Subject for storage
- Arranges for dissemination of examination results and certificates to candidates and submits, in consultation with the Leadership Group, any appeals and review of marking requests
- Maintains systems and processes to support the timely entry of candidates for their examinations

Examinations Officer/Data Systems Manager

- Administers access arrangements to comply with JCQ '*Access arrangements and reasonable adjustments*' in absence of SENCO
- Prepares data for the Leadership Group showing results achieved in relation to expected grades and provides comparable data for previous years to enable future procedural improvements

- Prepares timetables for all internal examinations and seating plans where appropriate

Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of non-examination assessment mark sheets and declaration sheets and online submission to examination boards
- Ensure candidates are aware of, and comply with, JCQ regulations on plagiarism
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer
- Storage of all candidates' work for the required period set by the examination boards after the publication of results

Subject Teachers

- Ensure Heads of Department are provided with correct entry information for their candidates
- Accurately check provisional and final entries for their candidates
- Ensure candidates are aware of, and comply with, JCQ regulations on plagiarism
- Comply with all non-examination assessment guidelines
- Provide non-examination assessment marks to Head of Department when requested to meet deadlines set by the examination boards/Examinations Officer

SENCO

- Advise Examinations Officer of all access arrangements required by candidates
- Identification and testing of candidates' requirements for access arrangements
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve to the best of their ability

Lead invigilator

- To assist Examinations Officer to prepare all examination materials and rooms
- Collection of examination papers and other material from the examinations office before the start of the examination
- To advise and direct the lay invigilators during the examination

Lead invigilator/invigilators

- Supervise entry of candidates into examination room and visually check for possession of unauthorised material
- Ensure regulations in JCQ 'Instructions for Conducting Examinations' are maintained throughout the examination
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office

Candidates

- Confirmation and signing of entries
- Understanding and applying non-examination assessment regulations, particularly those relating to plagiarism, and signing a declaration that authenticates the work as their own
- Understanding and applying all examination regulations for written papers/on-screen tests

Administrative staff

- Supervise arrival of examination papers/material and collection of scripts by couriers (Parcelforce)
- Advise Heads of Subject of procedure for posting non-examination/controlled assessment and other examination documents

Site Staff

- To set up all examination rooms as requested by the Examinations Officer

2. The statutory tests and qualifications offered

The qualifications offered at this centre are decided by the senior leadership team.

The qualifications offered are GCSE and BTEC.

The subjects offered for these qualifications in any academic year may be found on the school website. If there has been a change of syllabus from the previous year, the Head of Department/Subject must inform the examinations office by the first day of the new academic year in September.

Decisions on whether a candidate should not take an individual subject will be taken by the school.

3. Examination seasons and timetables

3.1 Examination seasons

Internal examinations are scheduled in December, April, May and June.

External examinations are scheduled in January, May and June, with on-demand external assessments at the request of the Head of Subject.

Internal examinations will follow conditions as close as possible to external examination regulations, particularly for Year 10/11 Mock GCSE examinations.

3.2 Timetables

Once confirmed, the Examinations Officer will circulate the examination timetables for internal and external examinations.

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their examination entries by the Heads of Subject, Heads of Department, subject teachers, and the Senior Leadership Team.

The Centre does not accept entries from external/private candidates.

4.2 Late entries

Entry deadlines are circulated to Heads of Department via email.

Late entries must be authorised by the Heads of Department in consultation with the Examinations Officer.

5. Examination fees

The Centre will pay all normal examination fees on behalf of candidates. Candidates may be asked to pay re-sit fees and review of marking fees.

Late entry or amendment fees are paid by the department that requests them.

Departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes **provided these are made within the time allowed by the awarding bodies.**

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENCO and educational psychologist /specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

6.3 Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENCO and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO after consultation with the Specialist Teacher responsible for testing.

Rooming for access arrangement candidates will be arranged by SENCO/Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer/SENCO.

7. Managing invigilators and examination days

7.1 Managing invigilators

External invigilators or cover supervisors will be used for most internal and external examinations.

The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary DBS check for new invigilators is the responsibility of the centre administration. Fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Examinations Officer.

Invigilators' rates of pay are set by the centre administration.

7.2 Examination days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator. Candidates are responsible for providing the correct equipment.

Site management is responsible for setting up the allocated rooms.

The Head/Deputy Head/Examinations Officer/lead invigilator will start all examinations in accordance with JCQ guidelines.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

Subject staff should not be present during any part of an external examination in their subject unless specifically requested to be there by the Examinations Officer for administrative purposes.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department when all examination scripts have been collected and checked for despatch to the Examination Boards.

7.3 Security of assessment materials

Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:

- the location of the centre's secure storage facility in a secure room for the purpose of administering secure examination materials
- the secure room only contains exam-related material
- there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff approved by the head of centre are accompanied by a keyholder at all times
- appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
- appropriate arrangements are in place for handling secure electronic materials.
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk

- that when it is permitted to remove question paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
- If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

8. Candidates, clash candidates and special consideration

8.1 Candidates

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Examinations Officer and Administrative staff will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

8.2 Clash candidates

The Examinations Officer will be responsible, as necessary, for arranging supervision of clash candidates and rescheduling their timetable to comply with JCQ regulations.

8.3 Special consideration

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence

within three days of the examination, for example a letter from the candidate's doctor.

The Examinations Officer will then submit an application for special consideration to the relevant awarding body within seven days of the end of the examination series.

(See Examination Special Consideration Policy)

8.4 Verify identity of candidates

A senior member of staff and lead invigilator, who are familiar with the pupils will be present for the start of all exams. Photographs for all external examination pupils are available to the lead invigilator to check the identity of any pupil they do not recognise.

Candidates are registered in the sports hall, T6 and other appropriate exam rooms and seating plans are used to identify any absent pupils.

8.5 Issues with candidate identification

If it is not possible to identify a candidate due to religious clothing, such a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

8.6 Recognition of prior learning

For any candidate joining the centre after the start point of any key stage 4 course any appropriate prior learning will be recognised by the centre with details being confirmed by the candidate's previous centre.

9. Non-examination Assessment and appeals against internal assessment decisions

9.1 Non-examination Assessment

Candidates must complete all non-examination assessments by the deadline set by the examination board/Examinations Officer.

Heads of Department will ensure all work is ready for dispatch at the correct time and will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are submitted to the examinations boards by the Heads of Subject and Heads of Department by the deadline set by the examination boards.

9.2 Appeals against internal assessment decisions

The Centre is obliged to publish a separate procedure on this subject, which is available from the examinations office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their non-examination assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing, by the first week in April, to the Examinations Officer who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

Results, enquiries about results (EARs) and access to scripts (ATS)

10.1 Results

Candidates will receive individual results slips on results days either in person at the Centre, by a person authorised in writing by the candidate or by post to their home addresses (candidates to provide stamp).

Arrangements for the school to be open on results days will be made by the Examinations Officer.

In the event of the school being unavailable for results day then results will be sent to the candidate's school email address. It is the candidate's responsibility to ensure that they have access to their login details.

10.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. All EAR requests must be authorised by the candidate.

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense. If the centre does not agree to pay, then all costs incurred are to be paid by the candidate. Payment of fees must be made before the EAR request is submitted to the awarding body.

When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

10.3 ATS

Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE review of marking requests cannot be applied for once an original script has been

returned.

(See also section 5: Examination fees)

10. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation from the candidate and proof of I.D.

The Centre retains certificates for six years.

12. Examination Contingency Plan (Administration)

In the event of the extended absence of the Examinations Officer, the examination administration will be covered, as detailed in the Examinations Contingency Plan (appendix 1), with the Deputy Head having overall responsibility for the completion of tasks.

Scott McGregor

.....
Head of Centre

Leonie Shepherd

.....
Examinations Officer

.....

Examinations Contingency Plan

Absence of Examinations Officer

In the prolonged absence of the Examinations Officer, at key points in the examination process, the examination administration will be covered as follows, with the Deputy Head with oversight of Examinations having overall responsibility for the completion of tasks. The Deputy Head will be assisted by the Examinations Assistant.

Examination Timetables/Key dates

Internal examination timetables to be arranged by Deputy Head, in discussion with Heads of Subject, produced and distributed to staff, parents and pupils by Heads of Year and Data Manager.

Key dates/External examination timetables, available on examination board websites, to be distributed by Data Manager.

External examination entries

Estimated entries, external examination and assessment entries, as requested by Heads of Subject, to be processed by Data Manager.

Pre-examination planning

Invigilation – Associate Staff Manager/Bursar/Personnel to be responsible for appointment of sufficient invigilators/cover supervisors. Lead invigilator to train new staff.

Invigilation rota – person responsible for cover together with Examinations Assistant.

Seating plans – to be prepared and distributed by Data Manager.

Access arrangements – SENCO to process Access Arrangement requests, room allocation, TAs and invigilation of access arrangement pupils.

Receipt/checking and storage of examination scripts – Examinations Assistant, Finance Officer are secure storage key holders.

IT Requirements

Basedata, EDI, downloads etc., and computers for examination use – IT support staff.

Setting up of examination rooms

Site team and Lead Invigilator, with advice from SENCO and Deputy Associate Head to comply with all JCQ regulations.

Day to day running of examinations

Examinations Assistant/Cover Supervisors with assistance from invigilation team, together with Deputy Head, to comply with all JCQ regulations.

Emergency evacuation of examination room

Member of Senior Leadership Team to supervise evacuation procedure.

Checking and despatch of scripts

Lead Invigilator/Cover supervisor.

Results

Preparation of results for results day and distribution to pupils – examinations assistant and Data Manager.

Post results services

Enquiries about results/Appeals – Data Manager as requested by Deputy Head and Heads of Subject.

Preparation and collection of examination certificates

Examinations Assistant and admin staff under guidance of Associate Staff Manager.

Escalation Process

If the event of the Head of Centre, or a member of the senior leadership team with oversight of examination administration be absent then the overall responsibility would be designated to the second Deputy Head with the examination administration being delivered by the Examinations Officer.

The next escalation process for if the second Deputy head is absent, the overall responsibility would be designated to the Assistant Heads with the examination administration being delivered by the Examinations Officer.

SENCO extended absence at key points in the exam cycle

In the absence of the SENCO the role will be covered by the Deputy SENCO.

Teaching staff extended absence at key points in the exam cycle

The Curriculum Leader and/or SLT will liaise with Heads of Departments to ensure all necessary deadlines are adhered to and appropriate cover is arranged for the absent teacher. In the absence of Heads of Department, the Second in Department will fulfil the role. If further action is required the Examinations Officer will liaise with the relevant Awarding Body and act upon advice received.

Invigilators - lack of appropriately trained invigilators or invigilator absence

Examinations Officer will review invigilation staffing for each external exam cycle and ensure sufficient staff and training is completed.

Designated non-teaching staff, cover supervisors and TA's receive annual invigilation training and can be used to cover invigilation absence.

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Examinations Officer will organise rooming for examinations in advance of the exam season starting, allowing sufficient time to identify appropriate rooms and plan accordingly. Priority will be given to accommodate external examinations.

In the event of a room not being available at very short notice, sufficient staff will be made available to ensure the security of the examination is not compromised whilst alternative rooming is sourced. The Examinations Officer will contact the relevant Awarding Body if alternative venue is required and complete alternative site form.

Strike Action

In the event of Strike action taking place, priority would be given to candidates sitting their GCSE exams. Exams would run as normal with invigilators and internal support staff.

Failure of IT systems/ Cyber attack

If MIS failure at final entry deadline, the centre must immediately liaise with Awarding body with which examination entries are with and seek guidance as to how an alternative entry can be made. The centre will endeavour to make entries before the Awarding Bodies final submission deadline.

If MIS failure at results stage, the centre will consider alternative sites to access information. Awarding Bodies will be contacted if alternative arrangements are required. Candidates will be made aware of delay to release of results and how results will be distributed.

Cyber Attack

Any incident of cyber attack which affects any aspect of the delivery of examinations or assessment should be promptly reported to the relevant awarding body/bodies.

Planning-

- Exam entry marksheets are set up in advance of the final entry deadline. Hard copies are checked and signed by the Heads of departments and are kept on file by the Examinations Officer.
- Entries can be made from an external computer direct via the awarding bodies websites.
- Access Arrangements are applied for in advance exam series. SENCO has hard copies of candidate evidence and accepted applications. Applications can be made from an external computer via Access Arrangements Online.
- Local schools would be contacted to gain permission for the use of their printing or photocopying facilities for any additional resources that may be required.

During Examination period-

- Hard copy examination papers are sent by the awarding bodies and kept securely on site. Any additional copies required for Access Arrangements would be made at a local school.
- Hard copy attendance registers are sent by the awarding bodies.
- Hard copies of the candidate details are kept on file by the Headteachers PA. Attendance communication will be made using the hard copy details.

After Examinations-

- Special Consideration applications can be made for an external computer and entered via the awarding bodies secure login site.
- Results can be accessed from the awarding bodies secure login site. Local Schools would be contacted to gain permission for the use of their printing facilities.
- Any information in regards to Results day that could not be electronically send would be posted out to candidates in advance of results release.

Emergency evacuation of the exam room

Centre to refer to Emergency Evacuation Procedure (Sports Hall/ Hall and All Classrooms).

Disruption of teaching time – centre closed for an extended period

Head of centre and SLT to consider alternative venue if possible. If alternate venue is not possible, work will be provided via the online offering.

Candidates will be set work on Firefly and communications will be made through school email. For candidates who do not have access to electronic resources, a laptop will be provided where possible or printed versions will be posted.

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

Individual candidate absence will be given consideration and the Examinations Officer may apply for special consideration where the correct criteria's have been met.

For a national/local crisis where all candidates are unable to attend, the relevant awarding bodies will be contacted for further guidance. The examinations Officer will liaise with SLT to take appropriate action.

Centre unable to open as normal during the examination period (full and partial closure)

Full Closure

If the centre is unable to accommodate external examinations, alternative accommodation will be sourced where possible at neighbouring schools, church hall, village hall etc. The Examinations Officer will contact the relevant Awarding Bodies to discuss alternative arrangements and liaise with the SLT to take appropriate action. Examinations would be relocated to Springfield Primary School and St Werbrughs Primary School. Candidates would be notified by centre and examination staff at West Park Road gates.

Partial Closure

In the event of the main school being closed but the scheduled examinations still being able to take place, the main examinations Hall (Sports Hall) will be used. If required, the gate at the Woodlands carpark can be used for the examinations entrance and exit.

Disruption in the distribution of examination papers

The Examinations officer will check a week before the scheduled exam to make sure papers have arrived and the correct number of papers have been sent. If they have not the Examinations officer to contact exam boards to gain access to electronic examination papers. Reprographics to print emergency exam papers (supervised by exams officer or exams assistant). Examinations Officer will ensure exam papers are kept under secure conditions throughout the printing process.

Disruption to the transportation of completed examination scripts

In the first instance, exam papers will be stored overnight in the centre's secure facility until the next Parcelforce collection. Examinations Officer will contact Parcelforce if the collection schedule has not been met. Examinations Officer will communicate with the relevant awarding bodies to inform them of any delay and seek further advice.

Assessment evidence is not available to be marked

The Examinations Officer will contact the Awarding Body to notify them of any such incidents and act upon advice given.

Centre unable to distribute results as normal or facilitate post results services

In the event of the school being unavailable for results day, an agreement is in place with Springfield Primary School that results day can be held on their site. Pupils would be notified via text message and signs on the school gates. Alternative to this, results will be emailed to candidate's school email address.

Examinations Officer will arrange alternate site to access results and make post result requests. Examinations Officer will contact Awarding Bodies if electronic post results are not possible and act upon advice given.

Further guidance to inform procedures and implement contingency planning

DfE

Meeting digital and technology standards in schools and colleges

[Cyber Security Standards for schools and colleges](#)

[Cyber crime and cyber security: a guide for education providers](#)

[DfE Cyber Security Guidance – March 2023](#)

Ofqual

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

This document was updated in October 2023 to include Ofqual's final decisions on long-term resilience arrangements, and the Department for Education (DfE)'s guidance for education settings with confirmed reinforced autoclaved aerated concrete (RAAC),

In addition to this guidance, you will need to be aware of your specific responsibilities for local and national school preparations and contingencies. You should also follow advice from relevant public health bodies.

Contingency planning

Awarding organisations are required to establish, maintain and comply with an up-to-date detailed written contingency plan, to mitigate any incident they have identified may occur. This includes having communication plans for external parties ([Ofqual General Condition of Recognition A6](#)). Schools and colleges should also be prepared for possible disruption to exams and assessments and make sure staff are aware of these plans.

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

You may also wish to see the [JCQ's notice to centres on exam contingency plans](#) and [JCQ's notice on preparing for disruption to examinations](#) in England, Wales and Northern Ireland for qualifications within its scope.

Steps you should take

Exam planning

Review your 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.

Schools, colleges and other exam centres must speak to the relevant awarding organisations as soon as possible if they are expecting any disruption that might affect the sitting of exams and assessments.

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 students, parents and carers 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.

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 to the relevant awarding organisation 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.

Steps the awarding organisation should take

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.

In the event of disruption

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

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.

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, depending on their specific policies.

See also JCQ's guidance on special consideration

Wider communications

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

The [DfE in England](#), the [DfE 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.

Widespread national disruption to the taking of examinations or assessments

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national 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 examinations and assessments, including exam timetables.

In September 2023, Ofqual and the DfE published joint consultation decisions on long-term resilience arrangements. As in 2023, Ofqual has provided guidance on collecting evidence of student performance to ensure resilience in the qualifications system for students entering GCSEs, AS and A levels, the Advanced Extension Award and Project qualifications. For VTQs and other qualifications used alongside or instead of GCSEs, AS and A levels, awarding organisations will provide guidance where needed and will contact schools and colleges with more information.

In December 2022, Qualifications Wales published guidance for contingency assessment arrangements for GCSEs, AS and A levels and Skills Challenge Certificates in the event that a national decision is made to cancel exams. This guidance is still relevant for the current academic year.

The DfE has updated its guidance on [handling strike action in schools](#) in England in light of the industrial action in 2023. The guidance recommends schools should prioritise the running of examinations and assessments on any strike days, and should review their contingency plans to make this happen. Schools, colleges and other exam centres must speak to the relevant awarding organisations if they are expecting any disruption that might affect the sitting of exams and assessments.

The DfE has also issued guidance for education settings with confirmed reinforced autoclaved aerated concrete (RAAC) in their buildings. It includes the need for contingencies for possible disruption to examinations and links to the existing emergency planning guidance.

We will update this page as necessary, with any further relevant links, should national disruption occur.

General contingency guidance

- emergency planning and response for education, childcare and children's social care settings from the [DfE in England](#)
- [handling strike action in schools](#) from the [DfE in England](#)
- [school organisation: local-authority-maintained schools](#) from the [DfE in England](#)
- reinforced autoclaved aerated concrete: guidance for education settings with confirmed RAAC from the [DfE in England](#)
- [exceptional closure days](#) from the Department of Education in Northern Ireland
- [checklist - exceptional closure of schools](#) from the Department of Education in Northern Ireland
- [school terms and school closures](#) from NI Direct
- [opening schools as well as childcare and play settings in extreme bad weather and extreme hot weather](#) - guidance for schools from the [Welsh Government](#)
- emergency planning and response guidance for education and childcare settings- guidance for schools and education settings from the [Welsh Government](#)
- [police guidance](#) from National Counter Terrorism Security Office and partners on preparing for threats

- cyber security guidance for schools and colleges from the National Cyber Security Centre

(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** (last updated 5 October 2023) <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, awarding bodies 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>

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 All centres must have 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 where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency 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 ‘contingency sessions’ for examinations, summer 2024. 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 ‘contingency ~~days~~ sessions’ 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 2024, 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 last 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 the contingency arrangements so that they may take them into account when making their plans for the summer.

(JCQ guidance above taken directly from **Instructions for conducting examinations 2025-2026** <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

JCQ Preparing for disruption to examinations www.jcq.org.uk/exams-office/general-regulations/

JCQ Notice to Centres - Examination contingency plan/examinations policy www.jcq.org.uk/exams-office/general-regulations/notice-to-centres--exam-contingency-plan/

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

Guidance for centres on cyber security (Effective from November 2023) www.jcq.org.uk/exams-office/general-regulations/

Information for centres affected by RAAC – the delivery of non-examination assessments and the special consideration process www.jcq.org.uk/exams-office/non-examination-assessments/

GOV.UK

Emergency planning and response: Exam and assessment disruption www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service

Wales

School closures: examinations gov.wales/school-closures-examinations

Opening schools in extremely bad weather and extreme hot weather: www.gov.wales/opening-schools-well-childcare-and-play-settings-extreme-bad-weather-and-extreme-hot-weather

Northern Ireland

Exceptional closure days www.education-ni.gov.uk/articles/exceptional-closure-days

Checklist for Principals when considering Opening or Closure of School - exceptional closure of schools www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools

National Cyber Security Centre

The NCSC's free [Web Check](#) and [Mail Check](#) services can help protect schools from cyber-attacks. Two NCSC cyber security services, which are already helping thousands of organisations to protect their websites and email servers from cyber-attacks, are now available to **all UK schools**. Both tools are available free of charge, are quick to set up, and thereafter run automatically. More information is available from the [NCSC website](#).

The Department for Education has been asking centres to review **National Cyber Security Centre advice** following increasing number of cyber-attacks involving ransomware infections. The NCSC information supports centres in cyber security preparedness and mitigation work.

Ransomware attacks continue and the Department is reminding centres to review the NCSC advice and to take precautions. This includes ensuring that you have backups in place for your key services and data.

For ease of reference, the Department has highlighted key links relating to the NCSC cyber security guidance below:

1. [Further ransomware attacks on UK education by cyber criminals - NCSC.GOV.UK](#)
2. [Mitigating malware and ransomware attacks](#)
3. [Offline backups in an online world](#)
4. [Backing up your data](#)
5. [Practical resources to help schools improve their cyber security](#)
6. [Building Resilience: Ransomware, the risk to schools and ways to prevent it](#)
7. [School staff offered training to help shore up cyber defences - NCSC.GOV.UK](#)