George Eliot Academy
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Part of United Learning

Examinations Contingency Plan 2026-27

Last reviewed in:	Autumn 2026
Next review due by:	Autumn 2027

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1. Aims

This plan aims to:

- Examine potential risks and issues that could disrupt the management and administration of exams
- Mitigate the impact of disruptions to exam administration and to candidates by providing actions or procedures to follow

2. Legislation and guidance

This plan complies with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres, which requires all exam centres to have a written examination contingency plan/examinations policy.

It's also based on:

- Ofqual's guidance on contingency planning
- JCQ's exam contingency plan guidance

3. Responsibilities

3.1 Head of Centre

The head of centre is Homeira Zakary, Principal. They are responsible for ensuring that:

- A written examination contingency plan/examinations policy is in place and covers all aspects of exam administration
- Staff are aware of these plans

3.2 Staff and invigilators

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

4. Monitoring arrangements

This policy will be reviewed by the Vice Principal every year in the autumn term. At every review, the policy will be shared with the governing board.

5. Links with other policies

This policy is linked to our Examinations Policy

6. Contingency plan

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption of teaching time in the weeks before an exam, due to the centre being 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 relevant awarding organisations and the JCQ › Communicate with parents, carers and candidates 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 › Communicate any changes to your plans with parents, carers and candidates	Vice Principal
Candidates are unable to take examinations because of a crisis, but the centre remains open	If candidates are unable to attend examination centres to take examinations 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 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 any examinations missed at the next available series › Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements	Examinations Officer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
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. it is forced to close due to a fire or flood	› Inform relevant awarding organisations as soon as possible › Refer to emergency plans and/or health and safety policy, where appropriate › Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies. Consider whether to open for examinations and examination candidates only, if possible › Use alternative venues in agreement with relevant awarding organisations – Nuneaton Academy › Communicate any changes to plans with parents, carers and candidates › 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	Vice Principal
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	Examination Officer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the transportation of completed examination scripts	If there is a delay in normal collection arrangements for completed examination scripts	› If your examinations are part of the national 'yellow label service' or where your awarding organisation arranges collections, seek advice from awarding organisations and their normal collection agency regarding collection › Only make alternative arrangements after approval from the awarding organisation › Ensure secure storage of completed examination papers until collection › Ensure arrangements comply with the JCQ's instructions for conducting examinations	Vice Principal
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 or flood at the centre destroys completed examination scripts	› Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers › Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement › Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series	Vice Principal
Centre is unable to distribute results as normal or facilitate post-results services	If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services – e.g. due to failure of IT systems or a cyber attack	› Contact awarding organisations about alternative options (if digital communications aren't available, make contact by other means, e.g. phone call) › Make arrangements to access results at an alternative site such as Nuneaton Academy. Co-ordinate access to post-results services from an alternative site › Contact the relevant awarding organisation if electronic post-results requests are not possible	Vice Principal

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Absence of exam officers, or invigilators	In the absence of the exams officer on the day of an exam	› Vice Principal has the full instructions for preparing for and beginning each exam › Lead Invigilator is prepared to set the room and begin the exam in the absence of the exams officer and has practiced for this › Data and Exams Manager is prepared for taking on the role of Exams Officer in their absence and has practiced for this	Vice Principal
Absence of SENDCO	In the absence of the SENDCO on the day of an exam	› All Access Arrangements Data is accessible by SENDCO, Deputy SENDCO, Exams Officer, Data and Exams Manager and Vice Principal	Vice Principal
Absence of exam officers, or invigilators	In the absence of invigilator on the day of an exam	› Progress Coaches are able to support as invigilators in the first instance. This will be arranged by the Exams Officer with the SENDCO	Exams Officer SENDCO
Failure of IT systems or cyber attack	IT failure for pupils accessing work electronically for their exam.	› Inform IT technician › Use back up device › Inform Cluster IT lead for support › Communicate this immediately to the relevant awarding organisation(s) › Arrange a stand alone device from another cluster school to use for the examination › Ensure the device has the required settings for the exam	Exams Officer

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Emergency evacuation of the exam room (or centre lockdown)	Fire Alarm sounds	› Follow the procedure for evacuation to the line up on the tennis courts in silence › Drill is practiced in the mock exam series to ensure pupils and staff are clear on the procedure › Communicate this immediately to the relevant awarding organisation(s) ›	Vice Principal
The rest of the centre being closed due to strike action	Strike Day during exams	› Ensure there is adequate staffing for the exam › Use the Contingency plans to ensure all roles are covered › Communicate with pupils and parents that the exam will go ahead as planned	Principal