

CAMBIAN TYLDESLEY SCHOOL

Examination Contingency Policy and Plan 2026–2027

Policy Owner	Jemma Westby / Sophie Graves
Senior Leadership Oversight	Jemma Westby / Jade Dixon
Academic Year	2026–2027
Review Frequency	Annually and following any significant examination incident
Next Review	September 2027

1. Purpose

Cambian Tyldesley School is committed to ensuring that all examinations and assessments are planned, administered and delivered securely, fairly and in accordance with the regulations of the Joint Council for Qualifications (JCQ), Ofqual and relevant awarding organisations.

This Examination Contingency Policy and Plan sets out the procedures that will be followed where an unforeseen event threatens the safe, secure or effective administration of examinations or assessments.

- protect the interests and wellbeing of candidates;
- maintain the integrity and security of examinations and assessments;
- ensure candidates are given every reasonable opportunity to complete scheduled examinations;
- minimise disruption;
- maintain appropriate access arrangements and reasonable adjustments;
- protect confidential examination materials and candidate information;
- communicate effectively with candidates, parents/carers, staff and awarding organisations; and
- comply with current JCQ, Ofqual and awarding organisation requirements.

2. Scope

This plan applies to examinations and assessments undertaken at Cambian Tyldesley School, including, where applicable:

- GCSE examinations;
- Functional Skills examinations and assessments;
- NCFE qualifications and external assessments;
- vocational qualifications;
- computer-based and on-screen assessments;
- non-examination assessments (NEAs);
- controlled or supervised assessments;
- internal examinations and mock examinations where these form part of the school's evidence of candidate performance; and
- assessments delivered through alternative provision where Cambian Tyldesley School retains examination or assessment responsibility.

The plan should be read alongside the school's Examination Policy, Access Arrangements Policy, Special Consideration procedures, Malpractice Policy, Safeguarding Policy, Business Continuity arrangements and relevant awarding organisation requirements.

3. Responsibilities

Head of Centre

The Head of Centre retains overall responsibility for ensuring examinations and assessments are conducted in accordance with regulations. In an emergency, the Head of Centre will determine whether the school can safely open and whether examinations can proceed. Where unavailable, an authorised member of the Senior Leadership Team will assume responsibility.

Exams Officer

The Exams Officer is responsible for operational examination administration, including entries, timetables, secure materials, candidate information, invigilation, room preparation, awarding organisation communications, script dispatch and incident records. A nominated and appropriately trained member of staff must be able to undertake essential functions if the Exams Officer is absent.

SENCO

The SENCO is responsible for ensuring approved access arrangements and reasonable adjustments are appropriately identified, evidenced, recorded and implemented. Where unavailable, an appropriately informed senior member of staff will ensure established arrangements continue.

Senior Leadership Team

SLT will support implementation of this plan and ensure sufficient staffing, rooms, resources and communication arrangements are available during an emergency.

Invigilators

Invigilators must follow JCQ and awarding organisation regulations and immediately report incidents or disruption to the Exams Officer or senior leader responsible for examinations.

4. Key Principles During an Examination Emergency

1. Prioritise the immediate safety and welfare of candidates and staff.
2. Preserve the integrity and security of the examination.
3. Follow current JCQ and awarding organisation instructions.
4. Contact the relevant awarding organisation where advice or authorisation is required.
5. Attempt, wherever reasonably possible, to enable candidates to sit the examination.
6. Maintain candidates' approved access arrangements wherever possible.
7. Keep accurate written records of decisions, timings, incidents and actions taken.
8. Consider special consideration where candidates have been materially disadvantaged and meet the relevant criteria.

5. Key Staff Absence

Exams Officer absent

The Head of Centre/SLT will activate the plan; the nominated trained deputy will assume essential duties; secure materials will only be accessed by authorised personnel; awarding organisations will be contacted where necessary; and all actions will be recorded.

Head of Centre or senior leader absent

A nominated senior leader will assume operational responsibility and awarding organisation advice will be sought where Head of Centre involvement or declaration is required.

SENCO absent

Established access arrangements will continue using approved documentation. The Exams Officer and nominated senior leader will access relevant candidate information and ensure arrangements are delivered.

Invigilator shortage or absence

Trained reserve staff will be deployed and required staff-to-candidate ratios maintained. If sufficient trained staff cannot be provided, SLT and the Exams Officer will seek awarding organisation advice.

6. School Unable to Open

Examples include fire, flooding, severe weather, utility failure, structural damage, security incident, public health emergency, emergency service instruction or significant staffing emergency.

- The Head of Centre will determine whether the site is safe to open.

- Relevant awarding organisations will be contacted immediately.
- The school's identified alternative examination site will be considered.
- Candidates and parents/carers will be contacted using agreed communication systems.
- Confidential examination materials will remain secure.
- The JCQ Centre Inspection Service will be notified of alternative site arrangements where required.
- Transport, supervision and access arrangements will be considered.
- Special consideration will be considered where all reasonable alternatives have been exhausted.

Identified Alternative Examination Site

Primary alternative site: _Cambian Red Rose School_____

Address: _Meadow Lane, Clayton-Le- Woods, Preston, PR58LN_____

Contact: _Simon Ashurst_____

Telephone: ___07834625575_____

The suitability and availability of the alternative site will be reviewed annually before the main examination series.

7. Examination Room Unavailable / Emergency Evacuation

If a room becomes unavailable before an examination, an alternative secure and appropriate room will be identified and access arrangements transferred.

If evacuation is necessary during an examination, the examination will be stopped and the time recorded. Candidates will stop writing and remain under examination conditions. They must not communicate or access unauthorised devices. Invigilators will supervise candidates, record evacuation/return times and resume the examination where safe and permitted. Candidate and staff safety will always take precedence over examination security.

8. Candidate Absence, Late Arrival and Transport Disruption

Where a candidate cannot attend because of illness, accident, bereavement, mental health difficulties, transport disruption or another significant circumstance, the school will establish the circumstances, obtain supporting evidence where appropriate, consider permitted options and apply for special consideration where criteria are met.

The school cannot independently reschedule a nationally timetabled examination. JCQ procedures for late and very late candidates will be followed.

9. Severe Weather

The Head of Centre will assess site safety, staffing, candidate travel, transport conditions and relevant official advice. Every reasonable effort will be made to conduct examinations as scheduled. Closure of the wider school does not automatically mean a scheduled examination will be cancelled.

10. IT, Internet and Cyber Security Failure

This includes failure affecting on-screen examinations, candidate work, examination entries, awarding organisation portals, printing, network access, examination laptops, email or secure downloads.

- Inform the Exams Officer and IT support immediately.
- Protect examination data and candidate work.

- Disconnect affected systems where a cyber incident is suspected.
- Use alternative authorised equipment where available.
- Maintain secure backups of candidate work.
- Contact the awarding organisation where an assessment cannot proceed.
- Preserve evidence of the incident and record actions and decisions.

11. Power Failure / On-Screen Assessment Failure

Candidate safety and examination conditions will be assessed and maintained. Alternative lighting, rooms or equipment will be used where appropriate. On-screen assessments will be paused where possible, candidates supervised, work secured and awarding organisation technical support contacted as required.

12. Examination Papers Not Received or Security Breach

If papers have not arrived, the Exams Officer will check secure storage and delivery records and contact the awarding organisation immediately. Secure electronic materials will only be accessed where authorised.

If a wrong paper is opened or another security breach occurs, affected material will be secured, further disclosure prevented, those exposed identified, the incident recorded and the awarding organisation contacted immediately.

13. Completed Scripts or Candidate Work

If normal script collection does not occur, scripts will remain securely stored until authorised alternative arrangements are confirmed. If scripts or candidate work are lost or damaged, the Head of Centre and awarding organisation will be informed immediately and all available evidence preserved.

14. Non-Examination Assessment Disruption

Where NEA or vocational assessment is disrupted through staff absence, IT failure, candidate absence, building closure or another emergency, the subject lead and Exams Officer will assess the impact, maintain secure backups, make alternative supervised arrangements where permitted and contact the awarding organisation where required.

15. Alternative Provision

Where a Tyldesley School candidate attends alternative provision, including Bike Mechanics, Fix-It Mechanics, Elysium Construction or WN7 Project, the school will establish in advance:

- where assessments will take place;
- which centre is responsible for registration and entry;
- who is responsible for invigilation;
- how candidate work will be stored and transferred securely;
- how reasonable adjustments/access arrangements will be implemented;
- how disruption will be communicated; and
- who will contact the awarding organisation.

Cambian Tyldesley School will retain appropriate oversight for qualifications for which it is the registered examination/assessment centre.

16. SEND, SEMH and Access Arrangements

Cambian Tyldesley School recognises that examination disruption may have a particularly significant impact on pupils with SEND and SEMH needs.

- familiar staff where permitted;
- reduced-distraction or separate rooms;
- approved extra time;
- supervised rest breaks;
- readers and scribes;
- word processors;
- prompts;
- modified papers;
- appropriate seating;
- emotional regulation and medical needs; and
- clear, accessible explanations of unexpected changes.

An emergency must not result in an established access arrangement being removed without appropriate consideration of the candidate's needs and examination regulations.

17. Safeguarding During Examination Disruption

Safeguarding procedures remain fully operational during examinations. Where a candidate becomes significantly distressed, makes a disclosure, presents a risk to themselves or others, absconds or experiences a medical emergency, the safety and welfare of the child will take priority. The DSL/Deputy DSL will be informed and examination implications subsequently discussed with the Exams Officer and relevant awarding organisation.

18. National Examination Disruption

Where there is widespread national or regional disruption, the school will follow instructions issued by the Department for Education, Ofqual, JCQ, relevant awarding organisations and other appropriate agencies. Candidates must remain available for designated examination contingency sessions published for the relevant series.

19. Evidence of Candidate Performance

The school will maintain appropriate evidence of candidate performance where required, which may include mock examinations, formal assessments, controlled assessments, NEA, internally assessed work and other suitable evidence. Evidence will be retained securely in accordance with current requirements.

20. Communication Plan

Communication may take place through telephone, ClassDojo where appropriate, email, text/message systems, direct candidate contact, parent/carer contact, staff systems and the school website where appropriate.

Communications will clearly state what has happened, whether the examination will proceed, where and when candidates should attend, transport arrangements where applicable, what candidates should bring and when further information will be provided. Only confirmed information will be communicated.

21. Emergency Contacts

Head of Centre: Jemma Westby
Deputy/Senior Leader: Jade Dixon
Exams Officer: Sophie Greaves
Deputy Exams Contact: Tracey Hunter
SENCO: Jade Dixon
DSL: Cathy Westwell
IT Support: ticket@caeuk.com
Site/Facilities Contact: 01942877669

Alternative Site Contact: 07808641821

Awarding Organisation Contacts: Maintained securely by the Exams Officer.

22. Examination Emergency Action Checklist

9. Protect people – ensure candidates and staff are safe.
10. Protect examination security – secure papers, scripts, devices and candidate work.
11. Inform the Exams Officer/SLT and activate the contingency plan where necessary.
12. Record the incident, including timings, candidates affected and actions taken.
13. Contact the awarding organisation where advice or authorisation is required.
14. Implement compliant alternative arrangements.
15. Maintain approved access arrangements wherever possible.
16. Communicate clear, confirmed information to candidates, parents/carers and staff.
17. Complete incident reports, special consideration applications and required notifications.
18. Review the response and update procedures where necessary.

23. Staff Awareness and Training

Before each main examination series, the Exams Officer and SLT will ensure key staff understand their responsibilities; deputy arrangements are confirmed; invigilators are appropriately trained; rooms and access arrangements are confirmed; IT contingency arrangements are tested; emergency contacts are current; the alternative site remains suitable; candidates/parents are informed of contingency expectations; and current JCQ and awarding organisation guidance has been reviewed.

24. Monitoring and Review

This policy will be reviewed annually, following changes to JCQ, Ofqual or awarding organisation requirements, following any significant examination incident, where examination provision changes, or where new qualifications or alternative provision arrangements are introduced.

The Head of Centre retains overall responsibility for ensuring the policy remains compliant with current examination regulations.

Approval

Head of Centre	Jemma Westby
----------------	--------------

Signature	
Date	01/09/2026
Exams Officer	Sophie Greaves
Date of next review	01/09/2027