



**Review by:** Business Manager  
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## Exams Office Contingency Plan in the event of school closure or major disruption during an exam series

Please refer to the JCQ Instructions for Conducting Examinations (ICE) Section 25 "Contingency planning" for guidance. Further information can also be found at:

<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 and the awarding bodies designate 'contingency days' within the summer exams series timetable in the event of "*national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.*"

**Bishop Stopford School must therefore inform candidates and their parents<sup>1</sup> that they must remain available on the planned "contingency days" should an awarding body need to invoke its contingency plan.**

The definition of a major disruption includes extreme weather conditions, a natural disaster or unforeseen tragedy.

Below is the Bishop Stopford School contingency plan which upholds all the JCQ and awarding body rules and regulations for conducting examinations.

- ▶ Awarding bodies will **not** cancel or defer examinations due to major disruptions such as extreme weather conditions or natural disasters.
- ▶ If exam papers cannot be delivered to the school, all the awarding bodies will make exam papers available to download via a secure external network.
- ▶ If the school remains open but the Exams Officer is unable to attend, another competent member of staff, authorised by the Head of Centre, will run the examinations in his/her absence.
- ▶ If the school remains open but public transport services are reduced or delayed and the roads are not clear, candidates are asked to allow extra time for their journeys. "Late arrival" regulations set by the awarding bodies will apply but candidates will be able to sit their exam paper(s) if they arrive after the exam start time.
- ▶ If the school must close, an alternative venue will be found to accommodate the examinations and candidates following JCQ/awarding body guidelines
- ▶ Parents and students will be notified of any changes and updates via Edulink and a notice will be added to the school website
- ▶ The automated message on the school answer machine will be updated
- ▶ An application for special consideration will be made for all exam candidates
- ▶ If Parcel Force is unable to collect completed examination papers on the day of an exam for unexpected reasons, the papers will be securely stored in the exams office until collection can be made and the awarding bodies notified.

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<sup>1</sup> 'Parent': any adult with legal parental responsibility for a student