



Inspire Education Trust

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Exam Contingency Plan 2025-26

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			June 2024	Kelly Jobson	Updated to reflect the alternative site venue change Page 7
V3			September 2024	Kelly Jobson	Updated to reflect JCQ Changes 2024-2025.
V4			September 2025	Kelly Jobson	Changes in summary at the end of this document and wording refined for ease of reading.

This plan is reviewed and updated annually to ensure that exam contingency planning at Blue Coat School is managed in accordance with current requirements and regulations.

1. Purpose

This policy outlines the contingency arrangements in place at Blue Coat School to ensure the integrity and continuity of public examinations in the event of disruption. It complies with JCQ regulations and is subject to inspection by the JCQ Centre Inspection Service.

2. Scope

This policy applies to all public examinations conducted at Blue Coat School and covers:

- Absence of key staff
- Centre closure or partial inaccessibility
- IT system failures
- Disruption to exam script transportation
- Any other event that may impact the administration or delivery of exams

3. JCQ Compliance

This policy is informed by the JCQ Joint Contingency Plan and the Instructions for Conducting Examinations (ICE). It reflects the latest JCQ guidance, including:

- Section 6.2: Adjusting exam start times
- Section 21: Managing very late arrivals
- Special consideration procedures (JCQ Special Consideration Guide, Chapter 4)
- Secure storage and handling of scripts during transport disruption

4. Key Scenarios and Contingency Actions

A. Absence of Key Staff

If the Head of Centre, Exams Officer, SENCo, or other essential staff are absent at a critical stage:

A designated deputy will assume responsibilities

Contact details for deputies are maintained and shared with SLT

JCQ and awarding bodies will be informed if necessary

All exam-related decisions will be made in consultation with SLT and the Exams Team

B. Centre Closure or Partial Inaccessibility (e.g. Flooding)

If Blue Coat School is fully or partially inaccessible:

Exams will be relocated to the alternative site: Sidney Stringer School, Coventry

Secure transport of exam materials will be arranged

Candidates will be escorted under supervision to maintain exam conditions

Awarding bodies will be notified and consulted on arrangements

C. IT System Failures

In the event of IT disruption:

Candidate data and exam records are backed up on secure, off-site systems

Manual attendance registers and seating plans will be used

Secure communication channels (e.g. mobile phones, printed materials) will be activated

JCQ guidance on secure handling of electronic materials will be followed.

Inspire Education Trust meet all RPA insurance Cyber Cover conditions.

A Cyber Response plan is in place that will be actioned in the event of a Cyber Attack. All relevant information regarding specific actions the Trust will undertake during an attack, including contacting external bodies, are detailed in there.

D. Disruption to Script Transportation

If scripts cannot be collected as scheduled:

Scripts will be stored securely in accordance with JCQ ICE

The Exams Officer will contact the awarding body for alternative arrangements

A record of the disruption and actions taken will be maintained

5. Roles and Responsibilities

Head of Centre: Decides on centre opening and communicates with awarding bodies

Exams Officer: Coordinates contingency actions, communicates with staff and awarding bodies, and ensures secure handling of materials

SENCo: Ensures appropriate arrangements for candidates with access needs

SLT: Supports decision-making and supervises alternative arrangements

Invigilators: Follow emergency procedures and maintain exam conditions

6. Communication and Documentation

All contingency actions will be documented in the Exam Incident Log.

Candidates and staff will be briefed on any changes.

A full report will be submitted to awarding bodies if required.

Special consideration applications will be submitted where candidates are disadvantaged.

7. Review and Inspection

This policy will be reviewed annually and following any incident. It will be available for inspection by JCQ and awarding bodies.

8. Summary of Changes – 2025 Update

- JCQ Compliance: Updated to reflect JCQ ICE 2025 guidance including sections on start time adjustments, late arrivals, and special consideration
- Expanded Scenarios:
 - Absence of key staff (Head of Centre, Exams Officer, SENCo)
 - Centre closure due to flooding or other emergencies
 - IT system failures affecting exam administration
- Alternative Site: Sidney Stringer School confirmed as the designated backup location
- Manual Procedures: Inclusion of manual registers and seating plans in case of IT failure
- Incident Reporting: Strengthened documentation and reporting protocols for awarding bodies

Reviewed by:	Kelly Jobson	September 2025
Next Review Date:		September 2026
Approved by Directors:		2 November 2025

Signed:



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