

Littleover Community School



**and
Sixth Form Centre**

External Examinations Contingency Plan

September 2025

Updated March 2026

Person responsible for this policy: Dominic Buchanan

Review date: October 2026

Purpose of this policy

This policy is designed to ensure that, in the event of major disruption, either to teaching time during GCSE and A-level courses or during the examination period, Littleover Community School can implement an effective and consistent response to maintain the integrity of the examinations system and allow candidates to follow courses and sit examinations without compromise to their attainment.

Major disruption may include: lack of availability of the normal school buildings eg due to fire damage, absence of the examinations officer and/or other key staff, bad weather, power failure, national or local lockdowns due to pandemic diseases/viruses.

In any of the following circumstances the examinations officer should contact the awarding bodies concerned to inform them of the situation and get their advice and approval for any plans.

Littleover Community School is committed to ensuring that students can sit their exams with minimal disruption and stress and without compromising their examination results. The school will ensure that all stakeholders receive timely and clear information, so they are aware of any disruption, the contingency measures being put in place and any actions required of them as a result.

1. Disruption to teaching time

If the centre is fully or partially closed for an unforeseen extended period of time, such as fire or snow, or for a planned closure, such as Covid-19, every effort will be made to ensure that students on examination courses can return to school or have remote lessons as soon as possible.

Possibilities include opening part of the school building subject to necessary permission and finding alternative accommodation, such as neighbouring schools, church hall or hotel and in the case of a pandemic, the use of remote learning including Teams lessons.

Teachers should be asked to set appropriate work on Go4Schools and Teams lessons should be conducted within 2 days of the start of disruption, prioritising examination classes.

The Headteacher should keep parents informed via e-mail, the website, Facebook, Twitter, local radio and newspapers.

If the disruption affects classes doing practical controlled assessments and suitably equipped teaching rooms cannot be found, deadlines will be rescheduled. If the disruption is too close to the end of the course, the examinations officer should contact the exam boards for advice.

The school should also judge whether candidates meet the requirements for any special consideration, if necessary in discussion with the examination board, and the examinations officer should submit these requests to the relevant awarding body.

2. Centre unable to open or partially open during examination period.

If the centre is unable to accommodate GCSE and A-level examinations, alternative accommodation will be found at neighbouring schools, church hall etc. Local premises have been contacted to consider the potential use of facilities. See Appendix 1 for details.

Sports Hall Not In Use (e.g. Flooding)	School not in use (e.g. cyber attack/flooding)
Classrooms (16 per room). 19 classrooms needed.	Potential arrangement with local hall(s) and hotel(s). AHT with responsibility for exams to hold contact details.
Hall takes 100 students. Year 10 to use G Block food servery.	Transport for examinations officer to get to different sites.
Year group working remotely (likely Year 8/9).	Secure storage to stay in LCS.
Training of cover supervisors and TAs as well as invigilators.	Delayed start time.
Ensure 20 copies of exam regulations document.	Notify exam board.
	Notify students and parents of change of location.
	Site team to transport desks etc.
	ICT access (Laptops etc.) Liaison with Network manager for contingencies for this.

*Specific risks outlined below

If there is a sudden emergency once the examination period has started, students will be informed via e-mail, school website, Facebook and local radio and asked to meet at a given place at the time the examination should have taken place and supervised until suitable accommodation is found.

The examinations officer should contact the exam board to discuss and agree arrangements to ensure the integrity of the exam, also to decide if candidates meet the requirements for any special consideration as a result of the disruption and if so submit the relevant requests. Special considerations will only be considered when students have completed the whole course, are fully prepared for the examination and are affected by circumstances beyond their control,

If the centre is partially open, examinations will take priority over other year groups and will be rescheduled in alternative, appropriate rooms.

In the event of a local or national lockdown for pandemic diseases, candidates should follow the school's website and emails for information on whether their exams will take place and if so, under what conditions. Candidates will be expected to follow Government and school guidelines to ensure the safety of all candidates, invigilators and other school staff, such as social distancing and/or the wearing of masks.

The exams officer has remote access to the A2C function should the examinations office be closed.

Industrial Action

In the case of industrial action, the headteacher will decide if the school can remain open to conduct public examinations. Every effort will be made to keep the school open to conduct examinations, even if closed or partially restricting attendance in other areas. The exams officer will notify the exam board where any potential compromise to the exams process may be required.

Cyber Attack

In the case of a cyber attack, every effort would be taken to host exams in school. In addition to the action above, all registers and seating plans are printed out in advance of the exam season, meaning examinations can run without electronic systems. Any photocopying required would be conducted at an alternative site with secure facilities in the local area (e.g. local primary school).

IT related issues

In the event of issues with the school's IT facilities, the following actions would be taken:

- Contact LCS ICTSupport in the first instance.
- ICTSupport to trouble-shoot and escalate action where needed.
- If the issue affects the timely running of exams, the exams officer will contact the exam boards for advice.

3. Damage/loss to stored examination papers prior to exams being taken.

In the event of examination papers being lost (e.g. burned or stolen) whilst being stored prior to examinations, the examinations officer should immediately inform the exam boards of the nature of the loss. Papers will be replaced either by post or on the day of the exam, by e-mail for immediate copying. The examinations officer should inform the exam boards of any delay in the start of exams.

4. Loss of electronic candidate script

Should there be an issue in saving or printing a candidate's work who has used a word processor, the candidate should be kept under exam conditions. At the earliest opportunity and after a suitable break, the candidate should be permitted to retake the exam with the full time permitted. The exams officer should contact the exam board for guidance as soon as possible for further guidance.

5. Disruption to the transportation of examination papers.

The examinations officer is responsible for checking the arrival of examination papers and contacting the relevant board if anything is missing a fortnight before the exam. If materials are found to be missing on the day of the exam, the examinations officer should contact the exam board for permission to photocopy more papers, or to request for materials to be e-mailed for immediate copying. Details of a delayed start time and reason should be sent to the exam board.

After examinations, the examinations officer is responsible for arranging collection of the scripts and saving signed collection forms. If the collection of scripts is delayed, the examinations officer should contact the exam board.

6. NEAs and Coursework, or other assessed evidence not available to be marked or to send to moderators.

If there is large scale loss of NEA work, coursework or other assessed evidence, either prior to marking or after, the examinations officer should inform the exam board. The usual recommendations from the board are to generate candidate marks for the affected assessment by looking at other appropriate evidence of candidate achievement, in consultation with the exam board, or for candidates to retake the assessment, time permitting.

7. Absence of the examinations officer.

In the event of long-term absence of the examinations officer, or a short absence at a crucial time of the examinations cycle, other admin staff with previous exams experience – specifically the cover administrator in the first instance – with assistance from the chief invigilator would be asked to carry out the role, with the guidance and support of the Assistant Headteacher with responsibility for exams.

It may be necessary to contact the examinations officer at a neighbouring school or support staff at the exam boards for advice on deadlines and tasks to be completed.

All the examination officer's login and passwords are kept securely for the above staff to access if required. This is using 'LastPass Password Manager' which will be overseen by ICT Support in case of absence.

The list of key holders is in line with JCQ regulations (fewer than 6 staff).

8. Exams Officer Succession

In the event that a new exams officer is required, the following measures have been put in place:

Assistant Headteacher with responsibility for exams trained to use software and systems for entries, accessing exam materials etc. See Point 7 above.

Calendar of key exam-related dates and deadlines kept up-to-date by the exams officer.

Set of standard operating procedures prepared for all key roles, responsibilities for the key dates identified above.

Access codes, keys and online system login details are available to the Assistant Headteacher if required to be transferred to a new member of staff where appropriate and/or upon receipt of resignation request (see Point 7 above).

Where possible, working within the notice period given, a hand-over period will be arranged between the outgoing and incoming exams officer. If not possible, the Assistant Headteacher with responsibility for exams will conduct a thorough handover process to the newly appointed exams officer, or the member of staff issued responsibilities on a temporary basis.

Additionally, a member of administration team (see Point 7) has exams-related responsibilities built into their job description to conduct key responsibilities and facilitate handover.

9. Centre unable to open to distribute results in August.

The examinations officer and senior management team should make arrangements to download the results from an alternative venue. Candidates should be informed via e-mail, school website, Facebook, Twitter and local radio of a new venue for the collection of results, such local primary school, hotel or church hall. Alternatively, candidates will be informed of their results on Go4schools, and external candidates by email.

Examinations officer to have A2C button on school laptop to be able to access from home/remotely.

10. Identification of students

For all exams, there is a seating plan, as per JCQ expectations with legal name and candidate number.

For internal students, a member of the senior leadership team will be present to identify students and check for absentees. Also present may be the Head of Year or Assistant Head of Year to help with core exams. Registers are taken via the use of candidate numbers on desks.

For external students, these are normally known to LCS as they are ex-students, but they are asked to present photo ID at Reception to confirm identity.

Should the identification of a candidate be impossible due to, for instance, the wearing of religious clothing, a member of staff of the same gender will take the candidate to a private room in order to complete identification.

11. Emergency during an examination.

In the event of a fire bell, lockdown siren or other emergency during an examination the Chief Invigilator should stop the examination and make a note of the time. If it is judged safe to do so, candidates and invigilators should remain in the examination room and wait instructions from the Headteacher / SMT.

If it is not safe to remain in the exam room, candidates should leave via the nearest exit, 3 rows at a time (30 candidates) with each invigilator. Candidates should be instructed not to talk and should be taken to tennis courts or J block car park, depending on where the danger is and the exits available for use. Candidates in K and S blocks for concessions should be taken onto the tennis courts if the path is clear, or onto the back yard behind the main hall. All examination materials and personal possessions should be left in the exam room. When examinations are held in L block, candidates should go onto the grass bank between L and G block if it is safe to do so.

In the event of the lockdown siren sounding, the procedure for the Sports Hall and Main Hall is to firmly secure all doors, and use exam desks to barricade the internal doors without locks, such as those to the changing rooms or Reception. As with other emergencies, the chief invigilator should await instructions from the Headteacher/SMT.

When it is safe to do so, candidates will be allowed back into the room, under instruction from the Headteacher, and the exam will be resumed. The chief invigilator should note the time lost and make candidates aware of the new end time. The examinations officer should inform the exam board about the nature of the emergency, the time lost and discuss any special considerations.

Posters regarding what to do in the case of an emergency should be on display in all examination rooms and candidates should be informed of the basic procedure prior to all examinations.

12. Collecting evidence of student performance to ensure resilience in the qualifications system (GCSE, A Level, BTEC, Cambridge Nationals)

In the event that national exams cannot take place and a process of TAGs or CAGs is required, the school follows the following process in order to give students an opportunity to showcase their ability in exam-like conditions. Below are the steps taken.

- An official mock period is scheduled in the school year for all students taking an exam in the summer series.
- Students informed that mock exams could be used to inform TAGs/CAGs should exams not take place.
- Mock exam material (question papers and mark schemes) sourced from exam boards, such as past papers, in order to be as authentic as possible
- Mock exams scheduled so that exams taken by the whole cohort at the same time..
- Exam-conditions adhered to with external invigilators and conditions as set out by JCQ.
- Students given access arrangements where necessary.
- All mock exam papers retained in school until after results are published in August.

Add that we would follow a special considerations process like that used by exam boards.

13. Absences of key staff

Key staff	Role	Contingency plan
Rebecca Jupp	Examinations officer	See point 7.
Dominic Buchanan	Assistant Headteacher for exams	The role would be fulfilled by the Senior Deputy.

Rob Archer	Head of Centre (Sixth Form)	The role would be fulfilled by the Senior Deputy.
Laura Johnson	Head of Centre	As above.
Bernadette Bush	SENDCo	The role would be conducted by the Deputy SENDCo.

