The Bosco Centre	
Policy:	**Examination Contingency Plan**
Applies to:	**College**
Reviewed:	**August 2026**
Next Review:	**September 2027**

Aims

The aims of this plan are:

- To examine potential risks and issues that could cause disruption to the management and administration of exams
- To mitigate the impact of disruptions by providing actions or procedures to follow

Legislation and guidance

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

Responsibilities

Head of Centre

The head of centre is the Principal. He will ensure that a written examination contingency plan/examinations policy is in place which covers all aspects of examination administration.

Staff and invigilators

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

Monitoring arrangements

This policy will be reviewed by the Trustees every year in the autumn term, or well in advance of each exam series.

Contingency plan

Scenario	When to implement	Actions	Person(s) responsible
Disruption of teaching time – centre is 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 awarding organisations and JCQ • Communicate with parents, carers and students 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	Principal
Candidates unable to take examinations because of a crisis – centre remains open	In the event that candidates are unable to attend examination centres to take examinations as normal e.g. sickness bug	• Communicate with relevant awarding organisations at the outset to make them aware of the issue. Also communicate with parents, carers and candidates regarding solutions to the issue • Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations • 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	Exam Officer
Centre is unable to open as normal during the examination period	In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire	• Inform relevant awarding organisations as soon as possible • Refer to emergency plans and/or health and safety policy, where appropriate • Open for examinations and examination candidates only, if possible	Principal

	at the centre forces it to close	• We have a reciprocal agreement in place with Cavendish School to use their premises should Bosco not be able to operate. • 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	
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	• Communicate with awarding organisations to organise alternative delivery of papers • Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	Exam Officer
Disruption of Online Exams due to a Cyber Attack	Bosco IT infrastructure not accessible due to a cyber attack.	• On demand exams postponed until system issues resolved. • Cavendish School reciprocal agreement in place that covers provision of online exams.	
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	• Communicate with awarding organisations to organise alternative delivery of papers • Arrange with exam boards for alternative means of receiving papers, e.g. electronically or alternative courier	Exam Officer
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 at the centre destroys completed examination scripts	• Communicate this immediately to the relevant awarding organisation(s), candidates and their parents or carers	Principal

Centre is unable to distribute results as normal	In the event that the centre is unable to access or manage the distribution of results to candidates	• Contact awarding organisations about alternative options • Make arrangements to access results at an alternative site • Share facilities with other schools/colleges if possible	Exam Officer

Emergency Evacuation during Public Examinations

This policy details how the centre deals with an emergency evacuation of the exam room by defining staff roles and responsibilities and confirming the emergency evacuation procedure

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed.

This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of the exam room

Roles and responsibilities

Head of centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation
- Ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency
- evacuation of an exam room is required
- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate

Exams officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed prior to exams taking place, on what will happen in the event of an emergency in the exam room

- Provides invigilators with a copy of the emergency evacuation procedures
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the special consideration process

Invigilators

• Follow the actions required in the emergency evacuation procedure issued to them for the exam room

• Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

Emergency evacuation procedure (Where an Examination Board provides their own guidance it will be used)

The invigilators will:

• Stop the candidates from writing

• Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room escorting the students to the designated area away from the main building and other students by the fence adjacent to Jamaica Road.

• Inform candidates they must leave the room in silence and not communicate with each other, or other students, whilst out of the room.

• Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

• When instructed supervise the return of the candidates to the exam room.

• Make a note of the time of the interruption and how long it lasted.

• Allow the candidates the full working time set for the examination.

• Make a detailed report of the incident and of the action taken, and send to the relevant awarding body

points to the exam room will be locked.

When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will be resumed. The candidates will be entitled to the full time for the examination.

The Exams Officer will contact the Examination Board in accordance with JCQ regulations.

If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the assembly point.

Upon returning to the room:

• Allow the candidates a small amount of time to settle, while reminding them they are still under exam conditions.

- Instruct the candidates they will resume from where they left off and the finish time will be adjusted accordingly.
- Adjust the finish time accordingly
- Record as much information as possible so a report can be made to the exam board.

Should the exam be abandoned:

- The exam contingency plan will be invoked and you will be briefed by the Exams Officer at the time