LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

LACON CHILDE SCHOOL

EXAMINATIONS POLICY – CONTINGENCY PLAN

DATE POLICY WAS APPROVED	16.12.2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Exam Co-Ordinator

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Local Governing Bodies (LGB)" are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Examinations Policy – Contingency Plan

Purpose of the Plan
This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Lacon Childe School. By outlining actions/procedures to be followed in case of disruption, it is intended to mitigate the impact these disruptions have on our exam process. Alongside internal processes, this plan is informed by information contained in the Joint contingency plan for the examination system in England, Wales and Northern Ireland where it is stated that "Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur."

Summary of Centre and Awarding Body Responsibilities
Examination centres are responsible for:
- Preparing plans for any disruption to exams as part of centres' general emergency planning
- Deciding whether the centre can open for examinations as scheduled and informing relevant awarding bodies if the centre is unable to open
- Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding bodies
- Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding bodies
- Assessing their circumstances and liaising with awarding bodies in the event of disruption to the transportation of papers.

Awarding bodies are responsible for:
- Ensuring centres receive examination materials for scheduled examinations
- Advising centres on possible alternative examination arrangements and declining/approving proposals for alternative examination arrangements
- Evaluating and declining/approving requests for special consideration.

Causes of Potential Disruption to the Exam Process:

1. Examinations Officer extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan
Key tasks required in the management and administration of the exam cycle not undertaken including:
- Planning annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
  - annual exams plan not produced identifying essential key tasks, key dates and deadlines
  - sufficient invigilators not recruited and trained
- Entries
  - awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
  - candidates not being entered with awarding bodies for external exams/assessment
  - awarding body entry deadlines missed or late or other penalty fees being incurred
- Pre-exams
  - exam timetabling, rooming allocation; and invigilation schedules not prepared
  - candidates not briefed on exam timetables and awarding body information for candidates o exam/assessment materials and candidates' work not stored under required secure conditions internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
- Exam time: exams/assessments not taken under the conditions prescribed by awarding bodies
  - required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration candidates' scripts not dispatched as required to awarding bodies
- Results and post-results access to examination results affecting the distribution of results to candidates
  - the facilitation of the post-results services

Centre Actions

- The Examinations Officer is to meet bi-weekly with SLT exams link so that in the event of a long-term absence the senior leadership team are aware of where the plans are at for the exams season and entries.
- There is one additional key holder for the secure cupboard as agreed by the head of centre. There are no other authorised members of staff allowed into the secure cupboard unless accompanied by the agreed keyholders.
- If the Examinations Officer is able to, then they will communicate directly with the school daily either via email or telephone.
- In the event of the Examinations Officer not being able to communicate with the school then the escalation process (detailed in point 15) will be implemented.
- The Examinations Officer publishes deadline dates in advance for exam entries, coursework, controlled assessments, non-examination assessments and Access Arrangements so that the senior leadership team, SLs and the SENCO can plan to these dates.
- If the Examinations Officer is absent for result days then Senior Leader i/c exams and the Student Data Manager will download the results and inform the senior leadership team. The senior leadership team will lead distribution of results to the students.
- The Senior Leader exams and the Student Data Manager will have access to the Examinations Officer's passwords to be able to access the secure awarding body sites to be able to download results and moderator's reports.

2. SENCO extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- Planning: candidates not tested/assessed to identify potential access arrangement requirements evidence of need and evidence to support normal way of working not collated
- Pre-exams
    - approval for access arrangements not applied for to the awarding body
    - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
    - staff providing support to access arrangement candidates not allocated and trained
- Exam time. Access arrangement candidate support not arranged for exam rooms

Centre Actions

- If the SENCO is on extended absence, then the deputy SENCO and senior leadership team line manager will inform the Examinations Officer of any outstanding access arrangement applications. The Examinations Officer will then source an alternative qualified assessor so that the applications can be submitted before the deadline date. The SEN teams will check that the evidence is collated for the application.
- On the SEN Register the SENCO includes all the information regarding modified papers and access arrangements for each qualifying student. The SENCO and Examinations Officer meet weekly to discuss any additional changes or amendments in case of any extended SENCO absence.
- The SENCO and the Examinations Officer meet regularly to check the access arrangements are correct within the examinations data base for students that require readers, extra time, scribes etc.
- The Examinations Officer liaises with the line manager and senior leadership team, in advance of the exam Season, to allocate rooms, scribes, readers and invigilators for students with Access Arrangement.
- The information is communicated to students and parents/carers in advance of the exam season.

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the Examinations Officer on time; resulting in pre-release information not being received

- Final entry information not provided to the Examinations Officer on time; resulting in candidates not being entered for exams/assessments or being entered late
- Late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre Actions
Deadlines dates for the submission of estimated entries, pre-release information, exam entries, coursework, controlled assessments and non-examination assessments are circulated to the senior leadership team, SLs and SENCO in advance. If a SL is absent for entries or assessment submission then, where applicable; the deputy head of department or senior leadership team line manager will be able to assist the Examinations Officer in completion of these tasks.

4. Invigilators – lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan
- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the days of an exam

Centre Actions
- The Examinations Officer reviews the bank of invigilators continually throughout the year.
- The Examinations Officer contacts invigilators at the start of the school year to check availability and arrange update meeting
- Early identification of the peak days from summer exam schedules
- Back-up invigilators organised where possible
- All support staff trained using The Exams Office online training module to ensure a bank of trained staff
- Member of senior leadership team available on peak exam times

5. Exam rooms-lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan
- Examinations Officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an expected incident at exam time

Centre Actions
- Second site venue to be used: Cleobury Country Centre 2 room, joint capacity 45. Church hall capacity 80.
- SLT to contact other centres if the contingency venue was not available for use.
- Contact awarding bodies.

6. Failure of IT systems

Criteria for implementation of the plan
- MIS system failure at final entry stage
- MIS system failure during exam preparation
- MIS system failure at results release time
- IT system corruption during NEA process
- Cyber-attack during NEA process

Centre Actions
- Arbor is backed up daily and can be backed up to any point in the last 30 days.
- Contact IT to access required work. Student work is stored in the cloud and can be accessible in any of the MAT schools and offline copies can be created in the event of a cyber-attack. Cloud data is backed up daily.

7. Disruption of teaching time-centre closed for an extended period

Criteria for implementation of the plan
Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

Centre Actions
- Centre communicates with parents/carers and students about the disruptions and provide appropriate work on the school website,
- Find alternative venue for exam classes.

8. Candidates unable to take examinations because of a crisis-centre remains open

Criteria for implementation of the plan
Candidates are unable to attend the examination centre to take examinations as normal.

Centre Actions
- Allow for delayed start time (30 minutes later than published time) and inform students of the very late arrival procedures
- Contact awarding bodies to see if exam can be taken elsewhere
- Offer candidates opportunity to sit missed exams in next available series
- Apply for Special Consideration if candidates have completed a sufficient percentage of the assessment and the circumstances are valid

9. Centre unable to open as normal during the exams period

Criteria for implementation of the plan
Centre unable to open as normal for scheduled examinations.

Centre Actions
- If possible open school for exam candidates only.
- Look for alternate venue and contact awarding bodies for approval
- Offer candidates opportunity to sit missed exams in next available series
- Apply for special considerations
- Keep parents/carers and candidates informed.

10. Disruption in the distribution of examination papers

Criteria for implementation of the plan
Disruption to the distribution of examination papers in the centre in advance of examinations

Centre Actions
- Contact awarding bodies to request electronic papers via secure websites.
- Centre to discuss alternative delivery of papers to the centre (including collection)

11. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan
Delay in normal collection arrangements for completed examination scripts

Centre Actions
- Contact courier helpline to arrange additional collection
- Keep papers in secure storage until collection
- Contact awarding bodies and arrange alternative courier collection with their approval.
- Take to approved Parcelforce worldwide post office. Ensure that log signed.

12. Assessment evidence is not available to be marked

Criteria for implementation of the plan
Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked,

Centre Actions
- Apply for special consideration. Awarding bodies to apply mark based on performance in other papers or assessments
- Offer candidates opportunity to re-sit at next series.

13. Centre unable to distribute results as normal

Criteria for implementation of the plan
Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre Actions
- Senior leadership team to arrange alternative venue or share with another local school
- Contact candidates and parents
- Make post-results requests using paper applications if unable to use the online services.

14. Disruption due to a cyber attack

Criteria for implementation of the plan:
Centre is unable to access IT facilities within the school due to a ransomware or cyber-attack.

Centre Actions
- The Examinations Officer will first ensure there is no compromise to secure material. If there is a breach of security relevant exam boards will be notified as soon as possible.
- During the entry process, paper signed copies of entries will be retained by the exams officer; entries can be made off site using the exam board secure websites
- Exam delivery—should an attack take place during the exam series word processors not connected to the school system will be used and the work saved and printed not using the school network.
- If the exams officer faces any other issues, exam boards will be contacted and advice sought about any actions that need to be taken. All exam board extranet sites can be accessed remotely and do not need the school network.

15. Escalation Process
Should the Head of Centre be absent the responsibility will be delegated as follows:

R. Croxton-Broome to N. Roff to C. Marsden-Smedley

Should the Examinations Officer be absent for key timings or the running of exams the responsibility will be as follows:

R. Croxton-Broome to N. Roff to K. Breakwell

16. Public examinations are not held.

Criteria for implementation of the plan:
Government determines that examinations cannot go ahead.

Centre Actions
- Students sit mock examinations under exam-like conditions, including the environment, the timing and access arrangements where applicable.
- Mock papers given will provide students with opportunities to demonstrate their knowledge and understanding in ways that cover the assessment objectives for the qualification.
- Mock papers are retained as evidence by each subject area