THE
ADEYFIELD ACADEMY

Longlands, Hemel Hempstead, Hertfordshire HP2 4DE
t: 01442 406020
e: admin@adeyfield.aetrust.uk
The Adeyfield Academy Website

Contingency Plan

Date: **October 2026**

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Co-ordinator: **Mr A Hoque**

Signed by……..……. Dawn Mason (Headteacher)

Signed by…….…….. Leanne Stokoe (Chair of Governors)

1. Purpose

- This plan examines potential risks and issues that could cause disruption to the examination and assessment process.
- By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on processes at Adeyfield Academy.
- Alongside internal processes, this plan is informed by the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the document What schools and colleges and other centres should do if exams or other assessments are seriously disrupted and the JCQ guidance Preparing for disruption to examinations.
- This plan also confirms how Adeyfield Academy complies with JCQ's General Regulations for Approved Centres by:
- having in place for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre, a contingency plan which covers all aspects of examination/assessment administration and delivery
- its contingency planning including succession arrangements for members of staff involved in examination and assessment administration

2. Contingency Arrangement

- The centre must have in place, and at all times comply with, an up to date written contingency plan.
- The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.
- The plan must cover the following scenarios:
- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo (or equivalent role), examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems
- As part of the contingency plan the centre must identify an alternative site or alternative sites which can be used if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different year groups.
- The centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.
- The centre must ensure where candidates' work is produced electronically it is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud. Appropriate security arrangements must be implemented which protect candidates' work in the event of IT system corruption and cyber-attacks.

3. National Centre Number Register and Other Information Required

- The head of centre will ensure that the centre completes the National Centre Number Register annual update by the end of October every year (even if there are no changes to centre details) which includes providing senior designated contact details (this might include a personal mobile number and/or email address). These

must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue.

4. Possible Causes of Disruption to the Exam Process

4.1 Exams manager/officer extended absence at a critical stage of the exam cycle

- Utilise the support within the Trust and exam officers along with School ICT for MIS support regarding SIMs Examinations

4.2 SENCo (or equivalent role) extended absence at a critical stage of the exam cycle

- Utilise the additional support within the SEND team and administrator

4.3 Teaching staff (or other key staff essential to the examination process) extended absence at a critical stage of the exam cycle

- Cross Trust support provided with shared examination bodies

4.4 Invigilators - lack of appropriately trained invigilators or invigilator absence

- Cross Trust sharing of trained invigilators pool to be used

4.5 Exam rooms - lack of appropriate rooms or main venue(s) unavailable at short notice

- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, make use of other available rooms within the centre, prioritising candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body
- (where main exam venue(s) unavailable due to an unexpected incident at exam time) where possible, move to alternative venue, prioritising candidates whose

4.6 Cyber security

- Robust cyber security in place to ensure no compromise

4.7 Failure of IT systems

- Ustilite Trust sites to access IT systems

4.8 Emergency evacuation of the exam room (or centre lockdown)

- refer to and invoke its (exams) emergency evacuation policy/procedure in line with JCQ's 'Centre emergency evacuation procedure' (or its (exams) lockdown policy)
- contact the relevant awarding body as soon as possible and follow its instructions where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- (after the exam) consider whether any candidate's ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration

4.9 Disruption of teaching time in the weeks before an exam - centre closed for an extended period

- recognise it remains the responsibility of the centre to prepare students, as usual, for examinations
- facilitate alternative methods of learning communicate with candidates (and where appropriate, parents/carers) information relating to alternative methods of learning
- Communication details: take advice offered by the awarding body regarding alternative arrangements for conducting examinations that may be available
- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date

4.10 Candidates may not be able to take examinations - centre remains open

- focus on options that enable candidates to take their examinations (referencing the JCQ document Preparing for disruption to examinations)
- take advice offered by the awarding body on the options for candidates who have not been able to take scheduled examinations
- discuss alternative arrangements with the awarding body if a candidate misses an exam or loses their assessment due to an emergency, or other event, outside of the candidate's control
- identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding body, ensuring the secure transportation of questions papers or assessment materials to the alternative venue
- Communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

4.11 Centre may not be able to open for examinations

- focus on enabling candidates to take their examinations (although the decision on whether it is safe to open lies with the head of centre) take advice, or follow instructions, from relevant local or national agencies in deciding whether the centre is able to open
- contact the relevant awarding body as soon as possible and follow its instructions (This could include implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal)
- discuss alternative arrangements with the awarding body if the exam or assessment cannot take place
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

4.12 Disruption in the distribution of examination papers

- liaise with awarding bodies regarding the provision of electronic access to examination papers via a secure external network and will ensure when copies are received/made these are stored under secure conditions
- follow guidance provided by the awarding body on the conduct of examinations in such circumstances
- understand that as a last resort, and in close collaboration with centres and regulators, awarding organisations will consider scheduling of the examination on an alternative date
- communicate with candidates (and where appropriate, parents/carers) any changes to the exam or assessment timetable or to the venue

4.13 Delay in collection arrangements for completed examination scripts

- where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, seek advice from the relevant awarding organisations and will not make its own arrangements for transportation unless told to do so by the awarding organisation
- for any examinations where the centre makes its own collection arrangements, investigate alternative options that comply with the requirements detailed in the JCQ document Instructions for conducting examinations
- keep completed examination scripts in the secure room until as close to the collection time as possible - ensuring script packages are not left unattended in the collection area

4.14 Assessment evidence is not available to be marked

- liaise with the awarding body to determine if candidate marks for affected assessments may be able to be generated based on other appropriate evidence of candidate achievement as defined by the awarding body
- where marks cannot be generated by awarding body, inform candidates they may need to retake the affected assessment in a subsequent assessment series

4.15 Centre unable to distribute results as normal (including in the event of the centre being unavailable on results day owing to an unforeseen emergency) or facilitate post-results services

- make arrangements to access its results at an alternative venue/share facilities with another centre if this is possible, in agreement with the relevant awarding body
- make arrangements to coordinate access to post-results services from an alternative site
- make arrangements to make post-results requests at an alternative location
- contact the relevant awarding body if electronic post-results requests are not possible inform candidates of any alternative arrangements in place for the distribution of results and the facilitation of post-results services

4.16 Any other cause of disruption to the exam process

- Centre will look to mitigate any other action to ensure the smooth running of an exam season

Available and Agreed Alternative Sites

Site	Address	Contact	Rooms/Capacity
Adeyfield Free Church	Maylands Plaza, Maylands Ave, Hemel Hempstead HP2 4GZ	Penny Stuart AFC Centre Manager 07906420738	Main hall - 130 Separate rooms to fit 15-30 1:1 counselling rooms x 2
Hobletts Manor Junior School	Adeyfield Road, HP2 5JT	Mrs Taylor School Office 01442 251805	Hall - 60 max
Adeyfield Community Centre	The Queen's Square, Adeyfield, Hemel Hempstead HP2 4EW	Julie Banks Acting Centre Manager 01442 264173	

Other Contacts

Site	Address	Contact	Use
St Albans Girls School	Sandridgebury Lane, St Albans, Hertfordshire, AL3 6DB	Maggie Maddison - Exams Officer 07973 846743	Printing papers Access to ICT Access to laptops for access arrangements Spare exam desks