Exam Contingency plan for 2026/2027

Prior to exam day

Exam paper delivery:

- Reception has a *receipt log* (1)- all yellow label deliveries are signed for and the consignment number is written into the receipt log and signed by member of staff receiving – exam paper is then given to the EO or in EO's absence a key holder – PBG, DWS or CES
- The package is then taken to the secure storage room, and the secure room *receipt log* is completed (2). The packages are then placed into the secure cabinet in date and time order. (This only applies to exam papers; all other exam material can be placed on shelving to be disseminated to relevant area.

Exam Room:

- Exam room must have desks facing forward and 1.25m apart. Row A-B are allocated to medical/anxiety students.
- Posters must be displayed (these are stored in main trolley for Sports hall and in the plastic boxes for separate rooms).
- Make sure laptops are charged and a template is created. Place laptop laminates (found in the blue trolley) on the desk of laptop students.
- Exams start at 9am (8.30am for PPEs) or 1.00pm/1.30pm – Candidates must not leave prior to the examination boards official finish time.
- If exam is started early the candidates must be held for a minimum of 1 hour from the published start time (9am and 1.30pm).
    - For exams less than an hour, candidates must be held until the published finish time. (avoid earlier starts for these exams unless there is a clash)

Exam day

Exam paper retrieval from secure cabinet:

- Exams Officer or key holder, along with the daily designated lead invigilator or AEO, complete the *second pair of eyes document* (3).
- Retrieval is then made of the correct examination paper, checking the day, date, time, subject, unit/component, and tier entry prior to opening of the papers.
- If papers are to be split, then this must take place in the secure room and separate room papers placed in the blue security folders.
- Digital download of papers are found on the secure download area or Secure Download Service on each exam board on the day of the exam. Login with your user information for each exam board.

- Download the paper to the C:/drive on your computer/laptop and then upload to the encrypted USB -1 and 2 password: Exams2015! – this is then used to download the exam script to Text help laptops – there may be more than 1 paper per day, cross reference with the exam timetable.
- The papers can be opened 60 prior to the examination period and if necessary, colour copies can be made, Oral Language Modifier can modify the paper, Communication specialist/Live speaker can have access to script 60 minutes before exam start time.
- Music, Media (paper 2) and listening papers can be downloaded 24 hours prior to the exam and require IT to add to the Invigilator profile to access these files on the day of the exam. Files are found in the resources tab and within assessments and training on the awarding body website, alternatively, there will be a disc available in the secure cabinet and three DVD players are available in the secure room.
- Speaking exams scripts have advance delivery, these are given to the HoF to use during the extended exam window. These must be stored securely when not in use and must not leave the centre. (see front of paper for information on when to pass to teachers no more than 3 days before speaking window – communicate with HoF re dates.

Blue folders:

- Blue security folders will then house papers for the Access Arrangement students per room. (these are labelled for specific rooms)
- The folders for examination day are labelled and must be taken, along with the plastic box for the room, to the room allocated.

A copy of the JCQ ICE and AA can be found in the main room folder and there is a version online in the JCQ regulations folder: JCQ regulations 2026-2027 for inspection

Please make sure that the following is displayed on each display board: -DATE, SUBJECT, UNIT/COMPONENT CODE AND TIER ENTRY (EXAMPLE:8464F/H), CENTRE NUMBER, ACTUAL START AND FINISH TIME.

The main room folder **must** contain a copy of:

- Exam day checklist (1A)
- Emergency evacuation Procedure (1B)
- Instructions for exam rooms (1C)
- The seating plan (day/time relevant).
- A copy of ICE
- A Copy of AA

- Examination register (spare copy) Instructions for Exam room invigilator announcement and logins, along with how to use the projectors and display the clock and timings.
- Invigilator record sheet.
- Exam room incident log.
- Roving invigilator checklist.
- Absent candidate sheet.
- Late arrivals sheet.
- Invigilator announcement in case of computer failure.
- End of exam instructions.
- Invigilator handbook
- List of AA students
- Extra time allowance sheet
- A copy of what's in the box.
- Exam board instructions
- Memory aid for Scribes/Readers (individual packs are supplied for students with unique scribe sheets)
- Extra scribe sheets.
- Map of the school
- Emergency Evacuation policy
- Toilet Pass form
- Using Calculators
- Instructions for Invigilators 2025-26
- Instructions for decoding

The additional folders must contain:

- The seating plan (day/time relevant).
- Examination register (spare copy) Instructions for Exam room invigilator announcement and logins, along with how to use the projectors and display the clock and timings.
- Invigilator record sheet.
- Exam room incident log.
- Roving invigilator checklist.
- Absent candidate sheet.
- A copy of what's in the box, folder, bag and on the box.
- Late arrivals sheet.
- Invigilator announcement.
- End of exam instructions.
- Invigilator handbook
- List of AA students
- Extra time allowance sheet

- Memory aid for Scribes/Readers (individual packs are supplied for students with unique scribe sheets)
- Extra scribe sheets.

If a student is late to an exam:

- they can sit the exam
- The Awarding body (AB) must be notified of the late arrival if more than an hour late and it is at the centre's discretion to allow the student to sit the exam, a note of the time must be taken, and the full exam time given, if the student is later than an hour, proof must be presented to show that:
    - the student has not interacted with any other student sitting the exam
    - has not accessed the exam paper
    - has not communicated about the exam paper
    - has been supervised prior to arrival
    - Has not had access to a mobile phone or other internet accessible device

If these cannot be verified, then the centre can refuse to allow the student to sit the exam.

- Students must line up in row order and in number order; This is shown on their individual timetables.
- No Mobile phones (unless JCQ approved for blood monitoring), smart watches, digital watches, traditional watches, or MP3/4 players are allowed in the exam room. They are preferably left at home or switched off and stored in a locker/ bag or handed to the invigilator for storing.
- Coats and bags should not be brought into the exam hall where possible, if they are, they must be stored neatly against the wall to the right of the entry point.

Malpractice:

- If you suspect or see any malpractice it must be reported – JCQ M1 form for candidate malpractice and JCQ M2 for centre/staff malpractice.
- During an exam any candidate that needs to leave the room **must be accompanied by an invigilator or member of staff.**
- Scripts cannot leave the room until all candidates have left the exam.

In case of a fire:

- Please leave the scripts on the table, take a copy of the attendance register and accompany the students via the fire doors to the muster points.
- Registration must take place on return to the room, the clock is started from that point.

JCQ INSPECTION

Please make sure the folder of JCQ policies and regulations is available when an inspector calls.

This folder has all information for a JCQ inspection and is found online under the JCQ regulations 2026-2027 for inspection

and also shows the training completed by each invigilator that may be on site, all training certificates can be found on the shared area under JCQ regulations folder titled Invigilator certificates. Invigilator training certificates 2026-27

Some of the things that will be checked during an inspection:

- **Logs of receipt – reception and secure room**
- **2nd pair of eyes check**
- **Current posters are displayed**
- **Exam room**
- **Record of invigilator training**
- **Secure storage room and facility**

Policies, which should be readily accessible-JCQ regulations 2026-2027 for inspection

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- **Please make sure that the following is displayed on each board: -DATE, SUBJECT, UNIT/COMPONENT CODE AND TIER ENTRY (EXAMPLE:8464F/H), CENTRE NUMBER, ACTUAL START AND FINISH TIME.**

Results day:

In the event of a need to action the contingency plan for results day, please firstly refer to the JCQ contingency in the policies folder found in the JCQ folder JCQ regulations 2026-2027 for inspection (yearly update made to folder)

1.
2. In the event of inability to use site for results collection SLT will be notified and an alternative site actioned.
3. If no alternative site can be found-all results will be sent directly to candidates via primary contact on SIMS.
4. If a potential cyber event were to occur, Bromcom would be accessed remotely offsite, and results information printed if possible or actioned as point 3 above.
5. In the event of a Bromcom malfunction, direct contact with SLT and the awarding bodies would be made, and advice sought to mitigate this malfunction and an

alternative solution for the results would be found, i.e. download directly from awarding body website.

(1) JCQ Exam Materials Receipt Log - Point of Delivery.docx

(2) JCQ Exam Materials Receipt Log - Secure room .docx

(3) Second Pair of Eyes Check Form.docx

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Created: 13/10/26

Updated: 21/10/2027