



KITE COLLEGE

Kent Inclusive Technical Education

Exam Contingency Plan

Date: March 2026	Authorised Principal: Sarah Miller
Review Date:	March 2027
Learning & Inclusion Committee	
Signed: Principal	
Signed: Chair of Trustees	

This plan is reviewed annually to ensure compliance with current regulations

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Purpose

- 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.
- Alongside internal processes, this plan is informed by the Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication what schools and colleges and other Centre's should do if exams or other assessments are seriously disrupted.
- This plan also confirms KITE College is compliant with the JCQ regulation and that the Centre has in place a written examination contingency plan, which covers all aspects of examination administration.
- This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

Possible causes of disruption to the exam process include:

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

Criteria for implementation of the plan

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.

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

- invigilators not trained or updated on changes to instructions for conducting exams

- exam timetabling, rooming allocation; and invigilation schedules not prepared
- candidates not briefed on exam timetables and awarding body information for candidates
- 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, for example very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

- Centre Manager to take over responsibilities should the absence of Exams Officer have the potential to affect the meeting of deadlines.
- Staff members work closely with Exams Officer to ensure they are up to date with the exam cycle and responsibilities at each point in time. This will be done under the supervision of the Principal Sarah Miller.

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
 - Centre fails to recognize its duties towards disabled candidates as defined under the terms of the Equality Act 2010
 - 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
 - Centre-delegated arrangements not put in place
 - Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline

- Staff (facilitators) providing support to access arrangement candidates not allocated and trained exam time
- Access arrangement candidate supports not arranged for exam rooms.

Centre actions to mitigate the impact of the disruption

- The SENCO to work closely to identify learners where applications for access arrangements may be required.
- Exams Officer to be kept informed of all access arrangements applied for.

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

Criteria for implementation of the plan

- Early/estimated entry information not provided to the Exams Officer on time; resulting in pre-release information not being received
- Final entry information not provided to the Exams 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
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of Centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the Centre’s marking. This plan is reviewed annually to ensure compliance with current regulations
- Internal assessment marks and candidates’ work not provided to meet awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

- The Exams Officer to liaise with acting Head of Department and/or SLT, if necessary, to ensure all necessary deadlines are adhered to. Where this is not possible, the Exams Officer will liaise with the relevant awarding Body and act upon advice received.
- Deadlines are set to allow enough time for learners to be informed of centre assessed marks prior to submission to the awarding body.

4. Invigilators

Invigilator absence

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

Centre actions to mitigate the impact of the disruption

- Exams Officer responsible for recruitment of invigilators in the Autumn term of the summer series.
- Planning required ensuring enough are available for the sittings
- Head of Centre to be informed if recruitment necessary.

5. Exam rooms

- Lack of appropriate rooms or main venues unavailable at short notice Criteria for implementation of the plan
- Exams 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 unexpected incident at exam time.

Centre actions to mitigate the impact of the disruption

- Exams Officer is responsible for ensuring planning of rooms is completed by the end of the Spring term to identify potential rooming issues. Alternative venues within the college to be made available by teaching staff in the event of an unexpected incident.
- Head of Centre to liaise with Exams Officer to ensure no disruption due to room shortages.

6. Failure of IT systems

Criteria for implementation of the plan in case of

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at the results release time

The Exams Officer, in consultation with SLT, will make entries from another venue direct to the awarding bodies. Results may also be accessed directly from the awarding body. At all times during the system failure the Exams Officer will liaise with the awarding body to minimize disruption and costs incurred.

7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

- Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams
- Centre actions to mitigate the impact of the disruption Where examinations are taking place (advice from JCQ – Joint Council for Qualifications):

Immediate Action:

- Evacuate the examination room in line with the instructions given by the appropriate authority
- 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
- Make a note of the time of the interruption and how long it lasted
- Make a full report of the incident and of the action taken, and send to the relevant awarding body
- Where evacuation is necessary during an exam, learners and invigilators are to assemble at the designated fire points
- A record of the time of the examination is stopped is kept by the invigilator and passed to the Head of Centre
- It is recommended that colleges check on the relevant awarding board websites for any further/updates.

8. 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 to mitigate the impact of the disruption

- Head of Centre responsible for finding alternative venues/methods of learning. Priority given to exam cohort.
- Centre to communicate with parents and learners.

9. 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
- The centre communicates with relevant awarding organizations at the outset to make them aware of the issue.
- The centre to communicate with parents, carers and candidates regarding solutions to the issue.

Centre actions to mitigate the impact of the disruption

- Procedures for absence outlined to parents and learners in the examination booklet information given each year.
- Exams Officer will contact the relevant awarding body to discuss alternative arrangements and liaise with the SLT to take appropriate action.

10. 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 (including centre being unavailable for examinations owing to an unforeseen emergency)

A Centre, which is unable to open as normal for examinations, must inform each awarding organisation with which examinations are due to be taken as soon as is possible. Centre actions to mitigate the impact of the disruption

- Head of Centre responsible for finding alternative venues/methods of learning.
- Priority given to exam cohort.
- Centre to communicate with parents and learners

Alternative Centre to be used if KITE cannot hold the exams there will be:

VTC College, Unit 2, St Michaels Road Sittingbourne ME10 3DZ

Examination Centre Number

61337

11. Disruption in the distribution of examination papers

- Criteria for implementation of the plan
- Disruption to the distribution of examination papers to the Centre in advance of examinations.
- The Centre to communicate with awarding organizations to organize alternative delivery of papers

Centre actions to mitigate the impact of the disruption

- Exams Officer to contact relevant awarding bodies for advice and permission to print off exam papers.

12. Disruption to the transportation of completed examination scripts

- Criteria for implementation of the plan
- Delay in normal collection arrangements for completed examination scripts the Centre to communicate with relevant awarding organisations at the outset to resolve the issue

Centre actions to mitigate the impact of the disruption

- The Exams Officer will contact the awarding body to notify them of any such difficulties and put in place suitable alternative arrangements

13. 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. It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to learners and their parents or carers.

Centre actions to mitigate the impact of the disruption

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked. It is the responsibility of the Head of Centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to learners and their parents or carer

14. 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. Centres to contact awarding organisations about alternative options

Centre actions to mitigate the impact of the disruption

- Exams Officer and Head of Centre to assess alternative arrangements for issuing results with the regulators.
- Head of Centre to inform learners and parents about delay as soon as possible.

15. Monitoring and Reporting

Reports and outcomes will be available.

16. Review of Policy

This policy will be reviewed regularly to ensure its effectiveness and relevance. Updates or revisions will be communicated to all stakeholders.