



Joint Council for
Qualifications^{CIC}

Notice to Centres

Examination contingency plan/ examinations policy


Effective from 1 September 2022

For the attention of heads of centre,
senior leaders and examination officers

Produced on behalf of:



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All centres **must** have an examination contingency plan/examinations policy on file for inspection.

The examination contingency plan/examinations policy should cover all aspects of examination administration. It will allow senior leaders to have a robust contingency plan in place, minimising risk to examination administration and any adverse impact on students, should the head of centre, relevant senior leader(s), examinations officer or any other key staff essential to the examination process be absent at a critical stage of the examination cycle.

Centres should also consider the potential impact of other events such as flooding or a cyber attack.

To reduce bureaucracy and burden for schools and colleges, a particular format or template **will not** be specified. We believe that senior leaders within schools and colleges are best placed to determine their own examination contingency plan/examinations policy.

The joint contingency plan for the examinations system in England, Wales and Northern Ireland, which can be downloaded from Ofqual's website:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

and the JCQ document *Preparing for disruption to examinations*:

Preparing for disruption to examinations - JCQ Joint Council for Qualifications

are good starting points. They will provide a framework for senior leaders to build and shape a plan/policy in light of their local circumstances.