



Joint Council for
Qualifications

Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC

Notice to Centres – examination contingency plan/examinations policy

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

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.

In order 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>

is a good starting point. It will provide a framework for senior leaders to build and shape a plan/policy in light of their local circumstances.