



# CAMBRIDGE PARK ACADEMY

## Contingency Plans 2025/26

|  |                        |
|--|------------------------|
| <b>Centre Name</b>                     | Cambridge Park Academy |
| <b>Centre Number</b>                   | 44324                  |
| <b>Head of Centre</b>                  | Steve Kernan           |
| <b>Exams Officer</b>                   | Megan Ceclich          |
| <b>SENCo/ Access Arrangements Lead</b> | Vicky McGuire          |
| <b>Date of Issue</b>                   | February 2026          |
| <b>Next Review Date</b>                | September 2026         |

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## **1. Purpose of the Plan**

This plan ensures the safe and secure delivery of examinations in accordance with:

- JCQ General Regulations
- JCQ Instructions for Conducting Examinations (ICE)
- JCQ Access Arrangements and Reasonable Adjustments
- Awarding Body Instructions

The plan details procedures to minimize disruption in the event of unforeseen circumstances.

## **2. Key Contacts**

| Role             | Name            | Email  |
|------------------|-----------------|--|
| Head of Centre   | Steve Kernan    | <a href="mailto:skernan@cambridgepark.het.academy">skernan@cambridgepark.het.academy</a>   |
| Exams Officer    | Megan Ceclich   | <a href="mailto:mceclich@cambridgepark.het.academy">mceclich@cambridgepark.het.academy</a> |
| Senior Lead Link | Samantha French | <a href="mailto:sfrench@cambridgepark.het.academy">sfrench@cambridgepark.het.academy</a>   |
| IT Manager       | Nick Brown      | <a href="mailto:nbrown@cambridgepark.het.academy">nbrown@cambridgepark.het.academy</a>     |
| Site Manager     | Tony Freeman    | <a href="mailto:tfreeman@cambridgepark.het.academy">tfreeman@cambridgepark.het.academy</a> |
|                  | Susan Bates     | <a href="mailto:sbates@cambridgepark.het.academy">sbates@cambridgepark.het.academy</a>     |

## **3. Risk Assessment & Identified Risks**

The following risks have been identified as potential disruptions:

- Severe weather
- Power failure
- IT system failure
- Staff absence
- Invigilator shortage
- Fire alarm/ site evacuation
- Security breach of exam materials
- Candidate illness
- Cyber attack
- Significant dysregulation due to complex needs of students

## **4. Scenario- Based Contingency Procedures**

### **A: Disruption to the Centre (e.g. closure due to weather, utilities failure)**

#### **Action Plan:**

1. Head of Centre to assess viability of opening.
2. Exams Office to:

- i. Contact the awarding body immediately.
  - ii. Follow awarding body alternative arrangements.
3. Secure storage of papers to remain compliant with JCQ regulations.
4. Candidates informed via phone.

### **B: Invigilator Shortage**

- Minimum ratio maintained in line with JCQ ICE.
- Senior staff trained to invigilate: *Megan Ceclich, Samantha French*
- Trained staff invigilators: *Emily Hanrahan, Iain Ceclich, Marianne Cottam*

### **C. Candidate Illness or Absence**

- Absence reported to the Exams Officer by the Class Teacher/ Attendance Officer (Emma Andrew).
- Contact parents/ carers asking about the candidate's whereabouts.
- Where the candidate is absent for an examination for an acceptable reason, special considerations may be applied for with the awarding body. However, it should be made clear to the candidate and parents/ carers that this may lead to an alternative time to take the exam being made.
- Where a candidate is absent for an examination, a medical note must be provided to the centre.
- The appropriate awarding body must be notified straight away.

### **D. IT Failure (For Online/ On-Screen Exams)**

- Immediate notification to the IT Manager (N Brown).
- Back up devices to be available.
- If disruptions continues the awarding body will be contacted and an incident log to be completed.
- Secure log in credentials to be stored by the Exams Officer.

### **E. Exam Paper Security Breach**

In line with JCQ secure storage requirements:

1. Incident immediately reported to:
  - a. Head of Centre
  - b. Awarding Body
2. Secure storage checked and documented.
3. Statement prepared and submitted within the required timeframe.
4. Candidates isolated where required.

Location of secure storage: Back of the main kitchen.

Key Holders: Megan Ceclich (Exams Officer), Samantha French (Assistant Head Teacher), Tony Freeman (Site Manager).

### **F. Emergency Evacuation During Exam**

- Invigilators trained in ICE emergency procedures.
- Scripts collected (if safe).
- Candidate to be supervised at all times.
- Time lost recorded.
- Awarding body informed where required.

***Emergency Evacuation Assembly Point:*** Behind the Conference Centre.

***Senior Lead during evacuation:*** Steve Kernan/ Megan Ceclich/ Samantha French

## **5. Communication Plan**

### **Internal Communication:**

Staff notified via: Email and telephone

Awarding bodies via: Telephone in the first instance

## **6. Roles and Responsibilities**

### ***Head of Centre***

- Overall responsibility for compliance with JCQ regulations.
- Authorises contingency actions.

### ***Exams Officer***

- Implements contingency procedures.
- Maintains incident logs.
- Communicates with awarding bodies.

### ***Invigilators***

- Follow ICE guidance.
- Report incidents to the Exams Officer/ Head of Centre immediately.

### ***IT Manager***

- Maintains system integrity.
- Ensures secure systems for online exams.

## **7. Training & Awareness**

- Annual training for invigilators next due: Feb 2027.
- Staff briefing on contingency procedures: March 2026

## **8. Monitoring and Review**

This plan will be reviewed after every examinations series to remain in line with JCQ regulations and updates. Next review: September 2026.

