



**THE
ADEYFIELD ACADEMY**

The Adeyfield Academy

Exams Resilience and Contingency Arrangements

Reviewed Date

September 2025

Next Review

September 2026

Co-ordinator:

Mr A Hoque

**Signed by Dawn Mason
Headteacher**

**Signed by Kim Bristow
Chair of Governors**

1. Rationale

- 'In the unlikely event that the government determines that examinations cannot go ahead, centres will need evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades' Gen Regs 3.16.

The Adeyfield Academy will ensure resilience by:

Holding mock examinations for years 11 and Year 12 and 13

- Candidates and parents are informed about the importance of the JCQ contingency date and encouraged to book any holidays after this date.

2. Contingency Planning

Cyber Attack/System Errors

If the school system is inaccessible (e.g. lack of WiFi connection):

1. Head of centre to inform exam boards.
2. Ensure that all documents e.g. seating plans, access arrangements information is saved on shared google drive so can be accessed from another site.
3. Seating plans to be printed a minimum of a day in advance to mitigate disruption.
4. Secure printing to be conducted at secondary alternative site: St Albans Girls School.
5. Exam papers to be transported back to Adeyfield Academy site by Exams Officer (EO) in sealed envelopes/packages.
6. White boards/manual clocks used for timings/displaying exam details.
7. If the exam is due to take place online, the paper version will be securely downloaded and printed at secondary alternative site: St Albans Girls School.

8. Students using laptops as an access arrangement can be given paper answers booklets and either: i. be offered a temporary access arrangement of a scribe to help them complete the paper exam ii. be transported to secondary alternative site (St Albans Girls School) to sit the exam using the laptop and access the school's secure printing
3. Secure Store
If secure store is inaccessible due to a lock issue: 1. Contact site team - two members can pick the keypad lock/remove the key unit. 2. If unable to pick the locks, the whole door will need to be removed. 3. Exam papers will remain in the secure store until the door is repaired as the room has a further external door that can be kept locked and filing cabinets have separate locks and bars. 4. Notify exam boards. 5. Spare keys for the locked filing cabinets storing live examination papers are held by the school manager in the event that the originals are lost or inaccessible. If secure store is inaccessible due to school being closed down: 1. Head of centre to notify exam boards. 2. Exam papers will need to be securely printed at secondary alternative site: St Albans Girls School. 3. Exam papers to be transported to alternative exam sites by EO in sealed packages.
4. School Closed
If the school is closed and storage is accessible: 1. Head of centre to notify exam boards. 2. EO to contact site team to begin transportation of exams desks and chairs Named alternative site: The Adeyfield Free Church See below for other sites identified. 3. Exam papers to be transported to the new site by EO in sealed packages. 4. HOY and members of SLT to attend a new site for the process of identifying students.
5. Notifying students of a change of venue
● Students will be notified of the change of venue by school communication mediums Edulink and Google Classroom.
6. Exam Office Absent
● Named person to takeover administration of exams if Exams Officer - Kim Hurrell is absent during any part of the cycle: Aza Hoque - SLT (with oversight of exams)
7. Access to Store
Members of staff with key and key code access to the secure store: ● Kim Hurrell - Exams Officer ● Aza Hoque - SLT (with oversight of exams) ● Sam Rogers - School Manager

- In the absence of all three of these members of staff, reception have been instructed to refuse delivery of exam papers/documents.

8. Other Members of Staff Absent

- Head of Centre - if the head of centre is absent during the exam season the Deputy Headteacher will deputise as the Head of Centre
- SLT Exam Lead - if Aza Hoque is absent during the exam season, the Deputy Headteacher will be the SLT Exam Lead
- SENCo - if Jo Day is absent during the exam season, the assistant SENCo will deputise.

Available and Agreed Alternative Sites

Site	Address	Contact	Rooms/Capacity
Adeyfield Free Church	Maylands Plaza, Maylands Ave, Hemel Hempstead HP2 4GZ	Penny Stuart AFC Centre Manager 07906420738	Main hall - 130 Separate rooms to fit 15-30 1:1 counselling rooms x 2
Hobletts Manor Junior School	Adeyfield Road, HP2 5JT	Mrs Taylor School Office 01442 251805	Hall - 60 max
Adeyfield Community Centre	The Queen's Square, Adeyfield, Hemel Hempstead HP2 4EW	Julie Banks Acting Centre Manager 01442 264173	

Other Contacts

Site	Address	Contact	Use
St Albans Girls School	Sandridgebury Lane, St Albans, Hertfordshire, AL3 6DB	Maggie Maddison - Exams Officer 07973 846743	Printing papers Access to ICT Access to laptops for access arrangements Spare exam desks

Exam Boards

Exam Board	Contact Number
Pearson Edexcel	0800 197 7162
AQA	0344 463 2535
WJEC	029 2026 5077
OCR	General Qualifications: 01223 553998 VTQ: 02476 851509