

WALTON HALL ACADEMY

CONTINGENCY PLAN

Developed:

Revised: February 2017
Review Date: February
2018



The Shaw Education Trust Walton Hall Academy

Contingency Plans

This policy outlines the contingency plans and procedures to ensure equal access and access to examination arrangements are met. This policy applies to the Shaw Education Multi Academy Trust, all our centres and their candidates.

Policy statement

The Shaw Education Multi Academy Trust aims to ensure that examinations and their implementation run smoothly across all centres within the SET. To enable equal access to assessment a range of contingency plans are made available to all centres to ensure the smooth running of exams in the case of most eventualities.

The Contingency Plan diagram is available overleaf.

Main Points of Contact

School/Role	Blackfriars Newcastle	Blackfriars FE	Coppice	Walton Hall
Examination Support Officer	Angela Colby	Angela Colby	Angela Colby	Angela Colby
Head of Academy/College (to substitute for ESO as and when required)	Alison Parr	Rob Millington	Alison Parr (Acting January – July 2016)	Pauline Carmichael
Lead Invigilator				
Nominated Invigilators				
Exam Room/Safe Key Holders	Angela Colby	Angela Colby	Angela Colby	Angela Colby
	Alison Parr	Papers kept at BFN	Nick Chambers	Pauline Carmichael
	Ann Evans		Rachael Watkin	Amanda Cameron

	Ruth Truman		Diane Fowles	Julie Wood
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