

Cherry Tree Examination Contingency Plan 2024-2025

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption of teaching time exam - centre is closed for an extended period	When the centre is closed and candidates are unable to attend for an extended period during normal teaching or supported study time, interrupting the provision of normal teaching and learning, e.g. if the centre is forced to close due to unforeseen circumstances	<ul style="list-style-type: none"> • Seek advice from relevant awarding organisations and JCQ. • Have a contingency plan to facilitate alternative methods of learning, alternative venues, or both. • Offer candidates an opportunity to sit any examinations missed at the next available series. • Communicate any changes to your plans with parents and pupils. 	Exams Lead / Headteacher
Candidates unable to take examinations because of a crisis - centre remains open	In the event that candidates are unable to attend examination centres to take examinations as normal, e.g. sickness, or if they are self-isolating or due to any unforeseen circumstances	<ul style="list-style-type: none"> • Communicate with relevant awarding organisations at the outset to make them aware of the issue. • Liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations. 	Exams Lead / Headteacher

		<ul style="list-style-type: none"> • Communicate any changes to your plans with parents and pupils. • Offer candidates an opportunity to sit any examinations missed at the next available series. • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. 	
Centre is unable to open as normal during the examination period	In the event that the centre is unable to open as normal for scheduled examinations, e.g. a fire at the centre, or any unforeseen circumstances	<ul style="list-style-type: none"> • Inform relevant awarding organisations as soon as possible. • Refer to emergency plans and/or health and safety policy, where appropriate. • Head of centre will decide whether the centre is safe to open, based on advice or instructions from relevant local or national agencies. • Use alternative venues in agreement with relevant awarding organisations. • Communicate any changes to your plans with parents and pupils. • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. 	Exams Officer / Exams Lead / Headteacher

		<ul style="list-style-type: none"> • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible. 	
Disruption in the distribution of examination papers	In the event that there is disruption to the distribution of examination papers to centres in advance of examinations	<ul style="list-style-type: none"> • Find out from the awarding organisation if they're able to organise an alternative courier and time to deliver hardcopies. • If the above isn't possible, you will receive electronic access to papers via a secured external network. • You will need to have plans in place to ensure you can receive, make, and store papers under secure conditions. • As a last resort, your awarding organisation may consider rescheduling the examination. 	Exams Officer / Exams Lead / Headteacher
Disruption to the transportation of completed examination scripts	In the event that there is a delay in normal collection arrangements for completed examination scripts	<ul style="list-style-type: none"> • If your examinations are part of the national 'yellow label service' or where your awarding organisation arranges collections, seek advice from awarding organisations and their normal collection agency regarding collection. • Only make alternative arrangements after approval from awarding organisation and make sure papers are securely stored until collection. 	Exams Lead / Headteacher

		<ul style="list-style-type: none"> • Ensure secure storage of completed examination papers until collection. • If your centre makes its own transportation arrangements, investigate alternative arrangements that comply with the JCQ's instructions for conducting examinations. 	
Assessment evidence is not available to be marked	In the event of large-scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked, e.g. a fire at the centre destroys completed examination scripts	<ul style="list-style-type: none"> • Communicate this immediately to the relevant awarding organisations), candidates and their parents or carers. • Where possible, the awarding organisation will generate candidate marks based on other appropriate evidence of candidate achievement. • Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series. 	Exams Lead / Headteacher
Centre is unable to distribute results as normal or facilitate post results services	In the event that the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services	<ul style="list-style-type: none"> • Contact awarding organisations about alternative options. • Make arrangements to access results at an alternative site. • Share facilities with other schools/colleges if possible. 	Exams Officer / Exams Lead / Headteacher

		<ul style="list-style-type: none"> • Coordinate access to post results services from an alternative site. • Contact the relevant awarding organisation if electronic post results requests are not possible. 	
Exam Officers Absence	In the event of the exams officer's absence on the day of exams or exam delivery/pick up	<ul style="list-style-type: none"> • Exams Lead to contact awarding organisation to inform them of Exam Officers absence. • Exams Lead and Headteacher will continue the normal exams procedure. • Co-ordinate the exam day as normal. 	Exams Lead / Headteacher
Candidates unable to take examinations due to staff shortage	In the event of several staff absence on the day of exams and not possible to take exams	<ul style="list-style-type: none"> • Inform relevant awarding organisations as soon as possible. • Offer candidates an opportunity to sit any examinations missed at the next available series. • Communicate any changes to your plans with parents and pupils. 	Exams Officer / Exams Lead / Headteacher