



The Pinetree School

Examination Contingency Plan 2025-26

POLICY	Examination Contingency Plan 2025-26
STATUS/DATE OF THIS VERSION	December 2025
APPROVED BY	Board of Trustees
RATIFIED BY	Trust Board
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1. Aims

This plan aims to:

- Examine potential risks and issues that could disrupt the management and administration of exams
- Mitigate the impact of disruptions to exam administration and to candidates by providing actions or procedures to follow

2. Legislation and guidance

This plan complies with the Joint Council for Qualifications (JCQ) General Regulations for Approved Centres, which requires all exam centres to have a written examination contingency plan/examinations policy.

It is also based on:

- Ofqual's guidance on contingency planning
- JCQ's exam contingency plan guidance

This plan complies with our funding agreement and articles of association.

3. Responsibilities

3.1 Head of centre

The head of centre is **James Rice Head of School**. They are responsible for ensuring that:

- A written examination contingency plan/examinations policy is in place and covers all aspects of exam administration
- Staff are aware of these plans

3.2 Staff and invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

4. Monitoring arrangements

This policy will be reviewed by the executive headteacher every year in the autumn term. At every review, the policy will be shared with the Standards Committee of the Trust Board.

5. Links with other policies

This policy is linked to our:

- Assessment policy
- Non-Examined Assessment Policy

6. Contingency plan

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Extended absence of ALS lead/SENCO at a critical stage of the exam cycle	When key tasks required in the management and administration of the access arrangements process within the exam cycle is not undertaken.	<ul style="list-style-type: none"> Seek additional support from with the Trust and external support sought if deemed required 	Katrina Warren HoS
Disruption of teaching time in the weeks before an exam, due to the centre being 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	<ul style="list-style-type: none"> Seek advice from relevant awarding organisations and the JCQ Communicate with parents, carers and candidates about the potential for disruption to teaching time and plans to address this Have a contingency plan to facilitate alternative methods of learning, alternative venues or both Prioritise candidates who will be facing examinations shortly Advise candidates, where appropriate, to sit examinations in the next available series Communicate any changes to your plans with parents, carers and candidates 	Katrina Warren HOS Exam Officers

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Candidates are unable to take examinations because of a crisis, but the centre remains open	If candidates are unable to attend examination centres to take examinations as normal, e.g. due to a sickness bug	<ul style="list-style-type: none"> • Communicate with relevant awarding organisations at the outset to make them aware of the issue • Liaise with these candidates to identify whether the examination can be sat at an alternative venue in agreement with relevant awarding organisations • Communicate with parents, carers and candidates regarding solutions to the issue • 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 	Katrina Warren HOS Exam Officers
Centre is unable to open as normal during the examination period	If the centre is unable to open as normal for scheduled examinations, e.g. it is forced to close due to a fire, flood or reinforced autoclaved aerated concrete (RAAC) issue	<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. Consider whether to open for examinations and examination candidates only, if possible • Use alternative venues in agreement with relevant awarding organisations • Communicate any changes to plans with parents, carers and candidates • Apply to awarding organisations for special consideration for candidates where they have met the minimum requirements • Offer candidates an opportunity to sit any examinations missed at the next available series, if possible 	Katrina Warren HOS Exam Officers

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption in the distribution of examination papers	If 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 hard copies If the above isn't possible, organise receipt of electronic access to papers via a secure external network Have plans in place to ensure the school is able to receive, make and store papers under secure conditions As a last resort, the awarding organisation may consider rescheduling the examination 	Exam Officers
Lack of appropriately trained invigilators or unexpected high level of invigilator absence	If there are not enough invigilators to cover all exams in accordance with the JCQ guidelines	<ul style="list-style-type: none"> All available staff including those who are not "child facing" will be required to completed invigilator training so they are available. 	HoS Exam Officers
Cyber attack disrupts the delivery of exams	If there is a cyber attack with disrupts or compromises any aspect of delivery	<ul style="list-style-type: none"> ICT manager to be contacted and information shared ICT manager to liaise with In Touch and relevant bodies/organisations ICT manager to provide additional guidance including access to hot spotting etc. 	Daniel Woodroffe
IT systems fail	If there is an MIS failure at final entry deadline, during exam preparation or a power outage immediately prior to or during an on-screen test or MIS failure at results release time.	<ul style="list-style-type: none"> No scheduled IT system work to take place during the exam period ICT manager to provide additional guidance and support ICT manager to liaise with InTouch and MIS provider Exam officers to liaise with exam boards to provide information All methods of connectivity to be tried in the even of a suspected failure 	Daniel Woodroffe Exam Officers

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Disruption to the transportation of completed examination scripts	If 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 the awarding organisation • 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 	Exam Officers
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 or flood at the centre destroys completed examination scripts	<ul style="list-style-type: none"> • Communicate this immediately to the relevant awarding organisation(s), 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 	Exam Officers

SCENARIO	WHEN TO IMPLEMENT	ACTIONS	PERSON(S) RESPONSIBLE
Centre is unable to distribute results as normal or facilitate post-results services	If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services – e.g. due to failure of IT systems or a cyber attack	<ul style="list-style-type: none"> • Contact awarding organisations about alternative options (if digital communications aren't available, make contact by other means, e.g. phone call) • Make arrangements to access results at an alternative site • Share facilities with other schools/colleges if possible • Co-ordinate access to post-results services from an alternative site • Contact the relevant awarding organisation if electronic post-results requests are not possible 	Exam Officers Christine Gilbert Head of School
		<ul style="list-style-type: none"> • 	