

# **Examinations - Emergency procedures**

## **Prior to Examination**

### **School Closure**

#### **Severe Weather**

In the case of severe bad weather – the school may have to close – should this happen on a day when exams are scheduled students will need to check the College website for information. It may be that some exams will still be taking place and students should attempt to attend if reasonably practicable.

If the Examinations are available in a later session, then the preferred action is to cancel the exam and re-enter the students for the next available sitting.

If there is no re-sit opportunity available for the paper, then, where possible, students should attend. However, if this is completely impossible (i.e. no transport, no staff to administer the exam) then Special Consideration should be applied for - providing the candidates meet the minimum requirements as laid down by the Awarding Body (Loosely interpreted as - covered whole course and completed at least 50% of the assessment, this should be checked).

#### **Utility Problems**

Should there be a power failure, burst pipe or other such occurrence which causes the school to close, we would always ensure that wherever possible, any scheduled exams will still take place but the location may be changed to accommodate the emergency. In such circumstances students will be told on arrival at school.

If the above emergencies happen but the school remains open, then Exams continue as planned – although timetable deviation may be needed to allow for delays in student arrival or accommodation issues. The Awarding Body concerned should be informed and any necessary paperwork completed. As far as possible students should be kept under Exam conditions (i.e. no communication with others) until their scheduled exam takes place, if the start time has to be changed.

## **During an Examination**

If there are any problems – such as power or IT system failure - which directly affect an Examination which has already started, the time should be suspended but students must remain seated and under exam conditions until the situation has been assessed by the Examinations Officer or a member of the Senior Leadership Team, who will decide upon the appropriate course of action:

Students may be re-located under supervision to an alternative location.

The Examination may be stopped and students re-entered for a later session.

The Examination may continue with an extra time allowance.

In all cases the Awarding Body should be informed of the disruption and Special Consideration applied for.

## **After an Examination**

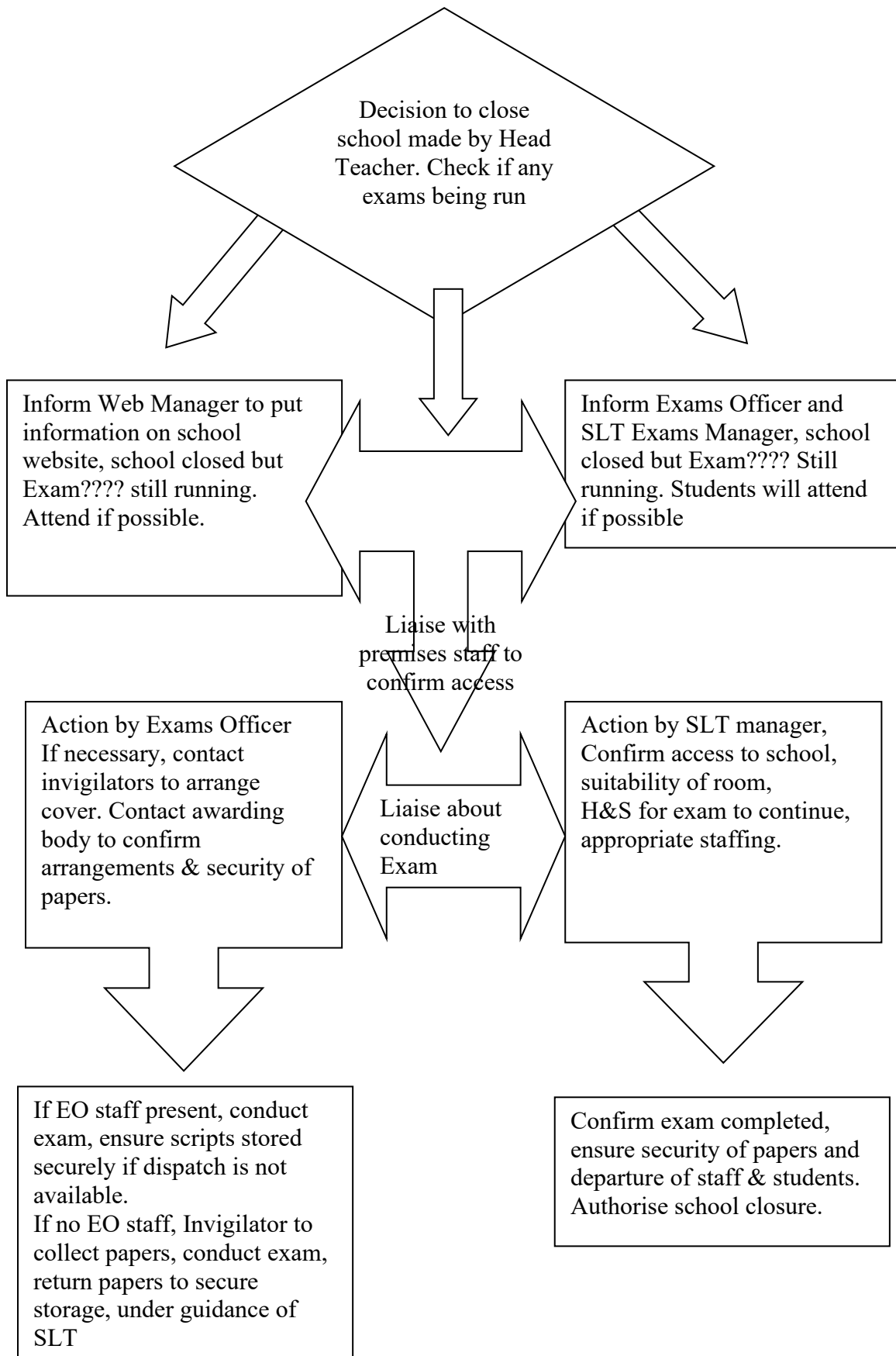
Damage to, or loss of, Examination scripts, inform the Awarding Body immediately. If scripts are damaged, send them to the examiner but enclose a letter explaining the damage and contact the Awarding Body – special consideration may need to be applied for if scripts cannot be read.

If scripts are lost within the centre (before dispatch). Contact the Awarding Body directly and follow their instructions.

If scripts are dispatched but do not arrive with the Awarding Body – the school will be informed by the Awarding Body and be asked to check the dispatch log and track the parcel with Parcelforce. If work remains missing, Awarding Body will decide on course of action.

In the event of delays to or cancellation of script collection service, the awarding body should be informed, and advice followed. Scripts should be kept in secure storage until the issue is resolved.

Flow chart showing process for school closure during exam season.



## **Addendum – additional information**

Should the school be closed to students due to COVID 19 or any equivalent pandemic, exams may still run, as they mainly take place in rooms not designated as teaching rooms, therefore should not be at risk of contaminants. The Head of Centre will make the decision about the continuation of exams taking into account, amongst other factors, the current risk assessment and official guidance, transport and staffing issues, use of PPE and social distancing. Previously mentioned school closure guidance to be followed.

If exams go ahead it may be necessary to alter start times to allow students and staff to get to site. In all public exams, standard exam desk spacing and the use of face masks will comply with current guidance. Invigilators will be provided with appropriate PPE. Exam rooms will be stocked with cleaning materials and hand sanitiser, candidate's desks and chairs will be sanitised at the end of each exam.

If it is decided that this school cannot be used to accommodate the public exams then, after consultation with the awarding bodies, other options may be considered – such as; using space at another centre from within the MAT; use of any other acceptable, locally available venue; or cancellation of the exams.

In the event of school closure candidates will be informed by email to confirm any new arrangements, information will also be available on the school's website.

Students unable to attend due to illness should be allowed Special Consideration following the awarding bodies normal guidance.

It may not be possible to possible to continue with some previously agreed Access Arrangements, so the awarding body should be consulted for advice and special consideration applied for.