

## Policy for Conduct of Examinations in Extreme Weather

The qualifications regulators, awarding bodies, and government departments responsible for education have prepared, and agreed a joint contingency plan for the examinations system in case of wide scale disruption as a result of extreme weather. It is also referenced at the beginning of the **JCQ Instructions for Conducting Examinations** document (ICE booklet available in school and on JCQ website). This policy has been amended for the needs of Jubilee High School.

### **Actions to be taken in the event of extreme weather conditions.**

**If students cannot get into school due to travel problems / school closure as a result of extreme weather:**

1. The Examinations Officer will consult the Head by phone, (as early as possible on the first morning of the situation) to agree on strategy relating to the conditions.
2. If the School can open, all exams will go ahead as planned. Students will sit their exams as normal.
3. L.Foakes will walk to school. If this is not possible the Head will attempt to designate another member of staff who may be able to get to school. (*As L.Foakes lives close to school, this should be possible*).
4. A West (Key Holder) will walk to school.
5. Examinations Officer will also contact IT manager. An Emergency Notice will be put on the school website as early as possible, giving advice to students and parents. Students should be advised that the exam will still take place and that they should do all they can to get to school. Students should be advised to leave extra time for their journey to school.
6. Whenever possible students will be advised in advance about procedures that would be put in place, should weather warnings indicate possible issues.

7. Students who are unable to get to school will be able to sit exams in the next available series. If it is a final re-sit, Special Consideration will be applied for.
8. If severe weather conditions cause students to arrive late, guidance from the **JCQ Instructions for conducting examinations booklet** will be applied. Students already present will be kept in exam conditions. Special consideration will be applied for in exceptional circumstances.
9. An attendance report will be taken as normal.
10. All details regarding circumstances surrounding the exam will be documented. Normal regulations for the security of papers, registers etc. will be applied.
11. Students arriving late must be warned about normal examination regulations e.g. mobile phones policy, before being allowed access to examination hall.
12. If severe weather affects the collection of scripts, they will be stored securely by the Examinations Officer. The local Postal delivery office will be informed of any school closures.
13. Examination Boards should be alerted to the difficulties and the measures taken, as early as possible.
14. Any queries regarding the exam paper on the day will be relayed by phone call / email to the relevant exam board. The exam will be taken, and papers will be returned as usual.
15. Examination results will not be affected by severe weather conditions, as they are released electronically and will be accessed by the Exam Officer.