



# Regency High School Examinations Contingency Plans

Written by: Sara Harding  
Authorised by: Chair of Governors

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Signed by: ..... *S. Harding* ..... (Policy Author)

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Signed by: ..... *[Signature]* ..... (Chair of Governors)

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## Examinations Contingency Plans

If there are timetabled examinations scheduled on a day when the Headteacher has decided that the school should be closed to staff and students, the "School Open: GCSE Examination Contingency Plan" will be adopted. The school has a team of staff (the Contingency Team) who, should conditions allow, are able to come to school to ensure that timetabled exams may go ahead. In such an eventuality, the school as an examination centre will only open to candidates sitting timetabled GCSE examinations. In order that the school can ensure the correct administration of exams the contingency team has to include the Examinations Officer and a suitably trained member of Leadership team. If these members of staff are not able to get into school the scheduled exam(s) will not run. In line with JCQ CIC (Joint Council for Qualifications) guidance, the school will make every possible effort to be open and, where conditions allow, timetabled examinations will go ahead. Advice and recommendations from the JCQ state:

*"Wherever possible, the examinations should be conducted according to the centre's published examination timetable" and "it is important to note that rescheduling the examinations is not an option due to the consequences that it would have across the system"*

In the event that weather is adverse and the school is closed on a day of a scheduled public examination the Headteacher and the Site Manager will assess the possibility of key staff being able to attend. If they are confident that key staff and students are able to be in attendance safely and that the examination will be held the school website will be updated to show timetabled examinations are still going ahead and advising of any revised start times. Start times may be delayed for morning exams if a number of candidates are late (permission will be sought from relevant awarding bodies). All candidates are expected to make the effort to come in and sit their examination. Decisions regarding travelling to school for an examination however, rest with individual families taking consideration of the weather and road conditions locally to them. If a student is unable to get into school on an examination day as a result of adverse weather conditions, it is imperative that families write to the Headteacher as soon as possible to explain that this has occurred. A PDF

document from JCQ explains how the examination boards will respond to this situation. Any family wanting more information about this process should contact our Examinations Officer. If the Headteacher and Site Manager take a decision that the school has to shut, as it is unsafe to open, we would notify the examination board that we had been unable to run the exams that were scheduled for that day.

In the event of the absence of the Examinations Officer a designated member of the SLT (Michael Eglesfield) will act on her behalf together with the other designated member of the SLT.

### **Member of Staff on Long Term Sick Leave**

Should a member of staff who is contributing or responsible for the delivery of an accredited qualification become unwell and take long term sick leave (beyond four weeks) every effort will be made to identify another member of staff who would be capable of delivering the qualification. If there is no-one on the permanent staff who could substitute then supply agencies would be contacted to secure the services of an appropriately experienced individual. Links with other centres delivering the qualification would be sought in order to support staff to deliver the courses effectively and to ensure work could be moderated in line with exam board requirements.