



St Hugh's School

Examinations Policy

Contingency Plan

In case of localised disruption to St Hugh's School, or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based upon the 'Joint Contingency Plan' issued by OFQUAL to all Awarding organisations and other stakeholders. The plan is exhaustive and ranges from contingencies that affect only the Awarding organisations to those that affect individual pupils. Included in this document are those contingencies that are likely to affect school and its pupils.

The key to dealing with any disruption is communication. This is particularly important with regards to any form of disruption that affects individual pupils and external examinations.

1. Disruption of teaching time:

St Hugh's is closed for an extended period or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

- Where there is disruption to teaching time and students miss teaching and learning it remains the responsibility of school to prepare students, as usual, for examinations.
- In the case of modular courses, school may advise candidates to sit examinations in an alternative series

2. Disruption in the distribution of examination papers:

If disruption to the distribution of examination papers to school in advance of examinations occurs:

- Awarding organisations to provide school with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hardcopies.

3. Candidates unable to take examinations because of a crisis.

St Hugh's remains open:

If candidates are unable to attend St Hugh's to take examinations as normal.

- School will liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant Awarding organisations.
- School will offer candidates an opportunity to sit any examinations missed at the next available series.
- St Hugh's will apply to Awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have a medical certificate or have been advised by school not to attend an examination. If a candidate chooses not to sit an examination they should be aware that special consideration rules will not apply.

St Hugh's is unable to open as normal during the examination period:

School is unable to open as normal for scheduled examinations:

- St Hugh's must inform each Awarding organisation with details of which examinations are due to be taken as soon as is possible.

The responsibility for deciding whether it is safe for school to open lies with the Head of Centre. The Head of Centre is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.

- School will attempt to open for examinations and examination candidates only, if possible.
- St Hugh's will use alternative venues in agreement with relevant Awarding organisations (e.g. JLC, NLC, Frederick Gough)
- School may offer candidates an opportunity to sit any examinations missed at the next available series.
- St Hugh's will apply to Awarding organisations for special consideration for candidates where they have met the minimum requirements (see item 3 above).

5. Disruption to the transportation of completed examination papers

Delay in normal arrangements for the return of completed examination scripts:

- In the first instance St Hugh's will seek advice from Awarding organisations.
- School will ensure secure storage of completed examination papers until collection.

6. Assessment evidence is not available to be marked.

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked:

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the Awarding organisations
- Candidates to retake affected assessment at subsequent assessment window

7. Exams Officer is unable to fulfil role.

Exams Officer is unable to come to work due to illness, injury or other crisis:

KS4/5 Phase Leader will fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership team and administration team.