

**All statements regarding Hopewell School should be read as covering Hopewell School and motorvations@hopewellschool.**

### **Introduction**

In case of localised disruption to the 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 the 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.

The advice in such cases is to contact the School at the earliest opportunity by telephone number 0208 593 6610 and to contact the Examinations Officer by e-mail at [admin@hopewellschool.co.uk](mailto:admin@hopewellschool.co.uk)

The term “Centre” in this policy refers to Hopewell School located in Harmony House, Baden Powell Close, Dagenham. RM9 6XN

### **Disruption of teaching time – Centre is closed for an extended period**

Centre is closed 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 the Centre to prepare students, as usual, for examinations.
- Hopewell School will provide an alternative method of learning for affected pupils so as to prepare them for their examinations.

### **Disruption in the distribution of examination papers**

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

- Awarding organisations to provide the centre with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hard copies.

### **Candidates unable to take examinations because of a crisis – Centre remains open**

If candidates are unable to attend examination Centre to take examinations as normal:

- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant Awarding organisations.
- Centre to offer candidates an opportunity to sit any examinations missed at the next available series.

- Centre to 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 their Centre 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.

### **Centre is unable to open as normal during the examination period**

Centre unable to open as normal for scheduled examinations

- A Centre which is unable to open as normal for examinations 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 a Centre 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.
- Centre to open for examinations and examination candidates only, if possible
- Centre to use alternative venues in agreement with relevant Awarding Organisations e.g share facilities with other Centres
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to Awarding Organisations for special consideration for candidates where they have met the minimum requirements

### **Disruption to the transportation of completed examination papers**

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

- In the first instance Centre to seek advice from Awarding Organisation
- Centre to ensure secure storage of completed examination papers until collection

### **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

### **Exam Officer is unable to fulfil role**

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

A member of SLT to fulfil the duties of the Exam's Officer with the assistance of other members of the senior leadership team and administration team.

Policy Reviewed on: May 2018

Policy Reviewed by: Susan Mayo

Ratified by Governors: *Date to be confirmed*