

Contingency Plan in the event of school closure or major disruption during an exam period

Together with the Governing Body Ofqual, all the examining boards have agreed a contingency plan which will be implemented in the event of major disruption to examinations affecting large numbers of candidates; e.g. extreme weather conditions or other natural disasters. Below is the Bishop Stopford School contingency plan which upholds all the examining board rules and regulations for conducting examinations.

- Examining boards will **not** cancel or defer examinations due to major disruptions such as extreme weather conditions or natural disasters.
- If exam papers cannot be delivered to the school, all the examining boards will make exam papers available to download via a secure external network or fax copies if this is not possible.
- If the school remains open but the examinations officer is unable to attend another authorised member of staff will run the examinations in his/her absence.
- If the school remains open but public transport services are reduced or delayed and the roads are not clear, candidates are asked to allow extra time for their journeys. Normal late arrival regulations set by the examining boards will apply but candidates will be able to sit their exam paper(s) if they arrive after the exam start time.
- If the school has to close for any unexpected reason it will be announced on Northamptonshire County Council website: www.northamptonshire.gov.uk
If it is possible a message will also be sent to all parents and posted on the school website: www.bishopstopford.com
- An application for special consideration will be made for GCE and GCSE candidates who have no further opportunity to sit an examination i.e Year 11 and Year 13 students if they meet the examining board criteria with at least 50% of the syllabus having been assessed and/or examined.
- If Parcel Force is unable to collect completed examination papers on the day of an exam for unexpected reasons, the papers will be securely stored in the exams office until collection can be made and the examining boards notified.

Examinations Officer – September 2015