

Handsworth Grange Community Sports College

Timetabled Examinations during Bad Weather/Other Adverse Conditions

The centre always operates on the basis that it will **OPEN** unless overnight weather/other conditions are so extreme that there would be significant risk to students and staff getting to school.

Where weather/other conditions have a significant effect on the number of staff and students that can reach school, a decision not to open is made as early as possible on the relevant morning.

Local media outlets (Radio Sheffield and Radio Hallam) are contacted immediately. The school website is updated and text messages sent to all staff and parents.

The following is the HGSC procedure for Timetabled Examinations during Bad Weather/Other Adverse Conditions:

If there are timetabled examinations scheduled on a day when bad weather/other conditions are a factor, the centre has a contingency team of staff who come to school whatever the weather /other conditions, to ensure that the timetabled examinations will go ahead, and the "Emergency Contingency Exam Plan" will come into operation. **The centre may only be open to candidates sitting timetabled examinations.**

EMERGENCY CONTINGENCY PLAN

- ✓ The Centre **WILL BE OPEN** and Timetabled Examinations **WILL GO AHEAD.** This is following advice and recommendation from the JCQ (Joint Council for Qualifications) that:

Excepts taken from JCQ Statement January 2011: Examinations during severe weather conditions and periods of disruption

"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 this would have across the system"

- ✓ Staff as part of the Emergency Contingency Exam team will receive a text to come into school and should make their way in;
- ✓ Local media advised that timetabled examinations at the centre **WILL** be going ahead;
- ✓ HGSC Website updated each day to give instructions;
- ✓ Texts to parents/carers that centre is open and **examinations going ahead;**
- ✓ Start times may be able to be delayed if a number of candidates are late (permission/advice will be sought from the awarding bodies each session);

- ✓ Candidates are expected to make the effort to come to sit their examination, but see below if some individual candidates are unable to reach the centre:

Excepts taken from JCQ Statement January 2011: Examinations during severe weather conditions and periods of disruption

“Where candidates are entered for examinations but this is not their terminal (final) examination series , they may be entered again”

Where candidates are sitting units as part of their terminal examination series or no further re-sit opportunity is available, then an application for Special Consideration may be made. The candidate must meet the published criteria for the Special Consideration as indicated in the JCQ publication”

- ✓ Candidates must not rely on “Special Consideration” to make up for missing a paper, there are strict criteria which apply and not everyone will be eligible (this should be discussed with their subject teachers);
- ✓ It is possible that some individuals may be able to sit their papers at another approved centre, however this will be advised on a daily basis, provided that another centre is willing to accept transferred candidates

IMPORTANT NOTICE

IF FOR ANY REASON, HANDSWORTH GRANGE COMMUNITY SPORTS COLLEGE IS UNABLE TO OPEN FOR EXAMINATIONS DUE TO CIRCUMSTANCES BEYOND OUR CONTROL; THIS WILL BE COMMUNICATED TO ALL PARTIES BY A VARIETY OF MEDIUMS.

The decision to open/not open school rests with the Head of Centre, at all times after due consideration and advice taken



June 2011