

## HARROGATE HIGH SCHOOL SNOW/BAD WEATHER ON AN EXAM DAY:

### STAFF INFORMATION/PROCEDURES

The general advice from the JCQ (Joint Council for Qualifications) and the Exam Boards is that **exams should be run as far as possible.**

If this is not possible due to centre closure or candidates being unable to get into the centre, they would generally recommend

- if an early exam series (such as January): the 'free' resit route (provided the awarding body had been informed of the situation so they would not charge) and in **extremes** they would consider a special consideration application at the time of the resit if the teaching programme had been designed to deliver that module/unit earlier in the year
- if it is a final series: then the enhanced grading route (JCQ pink booklet *10.2 Candidates who are absent from a time-tabled component/unit for acceptable reasons*) would be recommended, providing the minimum assessment requirements have been met (*GCE: normally at least 50% of the total assessment must be completed. GCSE (new specifications): at least 50% of the total assessment must be completed*)

### PROCEDURE FOR OPENING AND STAFFING FOR EXAMS:

Some Invigilators live at a close distance to the school, but some who live further away may struggle to get to work if conditions are bad. The Exams Officer will contact the Invigilator team to check if who is able to get to school.

Sheriden Hutchinson Jones and Lynne Davies will liaise by phone to decide whether exams are able to go ahead, so that this can be agreed with Ann Francis/Andy Bayston when they make the decision about the overall school closure at about 7.30am. Sally Cocker and Terry Hopcroft will be informed whether the exams will run so that the message on radio and the website will specify both the general school opening/closing information and whether exams will run or not.

Bruce Sinclair holds the spare keys for the Exams Office and Exam Paper storage room. In the event of the Exams Officer not being able to get to school, the Lead Invigilator, Monica Prentis would be responsible for running the exam, and in the event that she is unable to get to school, John Farrelly, experienced Invigilator would be responsible. They will collect the keys from Judi Sinclair.

Some extra staff may be needed to assist with the running of exams in the event of Invigilator shortages.

This will be co-ordinated through Lynne Davies and/or Sheriden Hutchinson Jones and/or Margaret Gregson.

### **MOVING AN EXAM OUT OF THE COMMUNITY BUILDING:**

If the weather makes using the Community Hall impossible, then a large exam would be moved to the Sports Hall or Gym. Small exams can be moved to the classrooms L2, L3, L5. Decisions for this will be made by Lynne Davies, Sheriden Hutchinson Jones and the Site Manager/Caretakers.

### **The following information is on the website for parents:**

#### **HARROGATE HIGH SCHOOL SNOW/BAD WEATHER ON AN EXAM DAY**

The school will always try to remain open whatever the weather.

In the event of school closure before the morning has started, we will inform you by a variety of means:

- Using Parent Call with a text message. It is essential that we hold accurate contact details. To amend details, please use the form on this website. If the weather causes problems regionally or nationally and numerous schools use this system, then the message may take time to reach you.
- Informing Stay FM – 97.2 and BBC Radio York – 103.7 or 104.3 who will broadcast details
- By a message on the school web site on the front page.
- These messages will all say whether the exams are still running

**EXAM DAYS:**

The exams will go on (even if the rest of the school is closed) unless there are very extreme conditions. Please try your best to get to your exam. If the School is open for exams but you cannot get to school and will miss an exam, you **MUST** ring the school and notify either the Attendance Officer, the Exams Officer or leave a message.