

WALTON HALL ACADEMY

BAD WEATHER POLICY

Developed:

Revised: February
2017

Review Date: February
2018



Bad Weather Policy 2016 to 2017

In the event of a problem due to the weather during the January/February exam season please refer to the following policy which includes pupil's details, examinations and necessary plans put in place.

Below is a list of possible incidents which may occur and the procedure to follow in each case:

1. Disruption in the distribution of examination papers. - page 2
 2. Candidates unable to take examinations because of bad weather but the school remains open. - page 2
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 4. Disruption to the collection of completed examination papers. - page 3
 5. Markers unable to mark examination papers according to marking schedules. - page 3
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- Candidate names, contact details and programme of examinations - page 4
- Exam Timetable – March 2017 - page 4 & 5
- Contact details for Exam Boards - page 5
- Staff Distribution List and contact details - page 5 & 6

All the procedures have been agreed with Ofqual. Any websites listed can be access by holding down the control key and clicking on the link.

Disruption in the distribution of examination papers

There are two recommended actions as follows:

Awarding bodies to provide the school with electronic access to examination papers via a secure external network. Awarding organisations to fax examination papers to school if electronic transfer is not possible. Angela Colby would need to ensure that copies are received, made and stored under secure conditions.

Awarding organisations to source alternative couriers for delivery of hardcopies.

Candidates unable to take examinations because of bad weather but the school remains open

The recommended actions are as follows:

School to offer candidates an opportunity to sit any examinations missed at the next available series (applicable to Functional Skills and WJEC Entry Level Science).

School to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. If a candidate chooses not to sit an examination without a legitimate reason they should be aware that special consideration rules will not apply.

JCQ guidance on special consideration can be assessed through their website:

www.jcq.org.uk/exams_office/access_arrangements/regulationsandguidance/

School is closed during the examination period

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

Recommendations are as follows:

School to open for examinations and examination candidates only.

School to use alternative venues in agreement with relevant awarding organisations or example share facilities with other centres or use another public building if possible.

School to offer candidates an opportunity to sit any examinations missed at the next available series (if available).

School to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

Disruption to the collection of completed examination papers

If the normal arrangements for completed examination papers have failed the recommendations are as follows:

School to ensure storage of completed examination papers until collection.

School to seek advice from awarding organisations and normal collection agency regarding collection. Examination papers are normally collected by Parcel Force.

School to look into the use of alternative carriers and ensure proof of dispatch is received.

Markers unable to mark examination papers according to marking schedules

Awarding organisations will take one of these actions:

Organise re-allocation of examination papers to available markers.

Recruit, train or re-standardise qualified new markers.

Prioritise marking to be based on results dates.

Difficulty in meeting results schedule

If the awarding organisations are unable to meet the schedule for publication of results they will follow these procedures:

Adjust the processing schedule and issue results in electronic form only.

Priorities results processing.

Both the awarding organisations and regulators will liaise with relevant organisations (ie UCAS, CAO) regarding process of candidates progression to further and higher education.

Members of Senior Leadership and Exams Support Officer have access to the March 2017 exam timetables and a list of the students involved

Examination Board Contact Details

EDEXCEL	Telephone number	:	0844 463 2535
	e-mail address	:	examsofficers@pearson.com
WJEC	Telephone number	:	029 2026 5180
	e-mail address	:	entrylevel@wjec.co.uk

Staff distribution List

Pauline Carmichael	For action	Decision on academy closure
Walton Hall Academy		

Contact telephone numbers:

Pauline Carmichael
Amanda Cameron
Julie Wood

Ange Colby	For action	Calling candidates and exam boards
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Contact telephone numbers:	Home:	01782 388534
	Mobile:	07519072532