



## Examination Disruption Policy

### The following policy applies to any disrupted external examination:

- In the event of an emergency impacting on the immediate continuance of the examination, the agreed evacuation procedures will be followed, candidates sitting an examination at the time of the incident will be quarantined to ensure the security of the examination and the examination centre secured until it can be ascertained that the examination may be continued. The appropriate examination board will be informed and special consideration applied for as relevant to the situation
- In the event of a disruption which does not necessitate evacuation, e.g. an individual medical emergency, the examination may continue with allowance being made for in terms of any impact on timing. The appropriate examination board will be informed and special consideration can be applied for as relevant to the circumstances.

### In the event of other examination disruption, including school closure the school will:

- Take advice, or follow instructions, from relevant local or national agencies in deciding whether the school is able to open.
- Contact the relevant Awarding body (for example CCEA) and follow its instructions.
- In the event where closure is unavoidable, the school will attempt to identify whether the exam can be sat at an alternative venue. This will be decided in agreement with the relevant awarding organisation.
- Where accommodation is limited, the school will prioritise students whose progression will be severely delayed if they do not take their exams when planned. For example, Year 14 pupils progressing to University.
- Communicate with parents, carers, teachers and students regarding any changes to the exam timetable or arrangements.
- Advise students, where appropriate, to sit exams in the next available series.
- Where relevant, consider whether students may be eligible for special consideration following a disrupted examination.
- Ensure that all scripts are stored under secure conditions.
- Return scripts to awarding organisations in line with their instructions.