



# Bishop Hedley Catholic High School



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## JANUARY 2017 - EXAMINATIONS IN ADVERSE WEATHER CONDITIONS

Provided it is safe to do so, we will run all exams during an exam period even if the rest of the school is closed. Please continue to check the school website for regular news update.

Students should leave plenty of time to arrive **safely** for exams, especially in the morning. Students who travel from outside the area, who rely on public transport or school buses may wish to consider staying with a friend locally the night before an exam, if the road conditions appear to be bad.

In very extreme circumstances, and provided we know of problems the day before an examination, it may be possible to ask another school to host candidates. **However, parents and students cannot make these arrangements themselves and students will be unable to sit an examination in another centre unless arrangements for this have been made by Bishop Hedley staff.**

Students who arrive late for an exam should make their way safely to the venue as soon possible and report to the lead invigilator. We will allow all papers to be taken late but the Exam Boards reserve the right to reject a paper that is very, very late. In general, the Boards will accept papers from students who arrive late as follows, by 10 am for a morning paper and 2.30 pm for an afternoon paper.

The January units **will** be available in the summer. If your child misses an exam because they cannot get into school due to adverse weather, or because it is considered unsafe to open the school for exam candidates, the Exams Officer will notify the awarding bodies and make the necessary summer entries.

If you think you may be late for or unable to attend an examination at the school **due to adverse weather**, please contact the Exams Officer [kstaveley@bishophedleyhigh.merthyr.sch.uk](mailto:kstaveley@bishophedleyhigh.merthyr.sch.uk), if possible the night before the examination is due to take place.

K. Staveley, Examinations Officer

