

## Examination Contingency Plan

### 1. Purpose

The purpose of this Examination Contingency Plan is to outline the procedures and actions to be taken in the event of unforeseen circumstances that may disrupt or prevent the smooth conduct of examinations at Hejaeya International School. This plan ensures that students are given a fair and equal opportunity to complete their assessments.

### 2. Scope

This plan applies to all internal and external examinations held at Hejaeya International School, including but not limited to midterms, final exams, mock exams, and standardized external assessments.

### 3. Key Responsibilities

- **Examination Officer:** Responsible for overseeing the implementation of the contingency plan and managing the overall examination process.
- **Examination Staff:** Responsible for ensuring the smooth conduct of examinations and assisting in implementing the contingency plan where needed.
- **Teachers/Invigilators:** Responsible for ensuring that students are aware of contingency measures and ensuring their safety during examinations.

### 4. Potential Examination Disruptions and Contingency Measures

- **Disruption due to Illness (e.g., COVID-19, or other infectious diseases):**
  - If a student is unable to attend the exam due to illness, the school will work with the examination boards to offer alternative assessment methods (e.g., rescheduling or alternative online assessments).
  - Students who are sick or in quarantine will be given the option to resit the exam at a later date or participate in remote assessments if applicable.
- **Disruption Due to Severe Weather or Natural Disaster (e.g., earthquakes, floods, extreme weather):**
  - If adverse weather conditions prevent students from attending the exam, the school will reschedule the examination to the earliest possible date.
  - If a natural disaster disrupts multiple days of exams, alternative venues or online assessments will be considered based on availability and feasibility.

- **Technical Failures (e.g., for online or computer-based exams):**
  - In the event of a technical issue during an online examination (e.g., server failure, power outage, or malfunctioning equipment), the school will attempt to resolve the issue quickly. A backup exam schedule will be implemented if necessary.
  - Students will be given clear guidance on what to do in the event of technical difficulties, including a direct contact point for technical support.
- **Student Misconduct (e.g., cheating, unauthorized materials):**
  - In the event of suspected misconduct during an exam, an immediate investigation will be conducted, and the appropriate disciplinary actions will be taken in accordance with the school's code of conduct.
  - In case of a verified breach, the student may be disqualified from the examination, and a rescheduled exam may be provided if appropriate.
- **Staff Absenteeism or Shortage (e.g., illness or emergency):**
  - If invigilators or exam staff are absent, a qualified substitute will be arranged as quickly as possible.
  - If a staff member is unable to invigilate or assist in conducting the exam, a senior member of staff will take over responsibilities to ensure the exam proceeds smoothly.
- **Venue Issues (e.g., fire alarms, power failure in the examination hall):**
  - If an evacuation is required during an exam due to an emergency (e.g., fire alarm or power failure), students will be instructed to leave the exam room calmly. The examination will be rescheduled or resumed in the next available slot.
  - The examination hall will be equipped with backup power solutions and clear evacuation plans to minimize disruption.

## 5. Communication During Examination Disruptions

- Students, parents, and staff will be promptly notified of any changes, rescheduling, or alternate arrangements via email, text messages, or official school communications platforms.
- In the event of severe disruption, a dedicated helpline will be established to assist with queries related to examination schedules and contingency measures.

## 6. Contingency for Rescheduling Exams

- When an exam is rescheduled, the new date and time will be communicated to students and staff at the earliest possible opportunity.
- The school will ensure that all stakeholders (students, parents, and examination boards) are informed and provided with clear guidance on how to proceed.
- If an external examination is postponed, the school will work with the relevant examination boards to ensure that students are not disadvantaged and will arrange for resitting opportunities where necessary.

## 7. Alternative Assessment Methods

- If rescheduling is not feasible, the school may offer alternative assessment methods, such as coursework or remote assessments, subject to the requirements of the examining body.
- These alternatives will be provided in consultation with parents and relevant educational authorities to ensure fairness and consistency.

## 8. Review and Update of Contingency Plan

- This Examination Contingency Plan will be reviewed annually to ensure that it remains effective and relevant. Any significant changes in circumstances (e.g., new laws or guidelines) will be incorporated into the plan.
- The Examination Officer will be responsible for ensuring that the contingency plan is communicated to all staff, students, and parents.

## Conclusion

The Examination Contingency Plan ensures that all students at Hejaeya International School are given the best possible opportunity to complete their examinations, even in the event of unexpected disruptions. We are committed to maintaining a fair and equitable assessment environment that prioritizes student welfare and academic success.