12th March 2020

Dear Parents,

**Potential for COVID-19 to Impact Examinations**

Further to the email that was sent to parents last week detailing our response to the impact of COVID-19 so far, we wanted to update parents and students who may be concerned about how this could potentially affect their learning in the run up to their examinations or the examinations themselves.

Whilst we cannot be certain about what will happen in the coming weeks, we want to reassure you and the students that their safety is our first priority. However, this is closely followed by ensuring they have the best possible chance of success in their examinations. The current official information we have received from the relevant government ministries does not indicate imminent school closures in Nepal, though we will continue to monitor the situation closely and prepare for any outcome.

The Cambridge International Examination Board has so far provided some general guidelines about what might happen in the case of school closures during examinations. This guidance can be found [here](#), though it is important to note that so far they have not changed their policy on students missing examinations due to school closures, which states:

*We can provide a grade if a candidate has taken at least 50% of the total assessment by component weighting. For A Level, candidates must have taken at least 50% of the A2 assessment by component weighting. You can find out more about our acceptable criteria for missing an exam, please see section 5.5.4 of the Cambridge Handbook.*

*We have a process for considering cases where the candidate has taken less than 50% of the total assessment by component. In these cases, we consider the level of the coverage of assessment objectives and syllabus content provided by the component(s) for which we have a mark. We may not be able to provide a grade in every case.*

*What is the situation for candidates who have missed significant teaching hours due to the Coronavirus?*
If you feel candidates are not prepared enough to allow them to perform in the exam you may, in consultation with students and parents, consider whether it is still appropriate for them to take the exam in the June 2020 series.

You may choose to withdraw candidates and re-enter them in a later series. We do not address insufficient preparation for the exams through Special consideration.

In the meantime, we have asked our teachers to ensure that they finish their curriculum content as quickly as possible so that in the event we are required to close the school prior to examinations, our students are as prepared as possible to study effectively from home. Please also rest assured that even if school is closed, teachers will still be providing work for students to complete and we are also experimenting with various online platforms to allow us to deliver content to students electronically.

If you have any questions please do not hesitate to contact either myself, Ms Hands (Head of KS5), Mr Jayatilake (Head of KS4) or Ms Knowles (Head of Examinations).

Kind regards,

Ms. Pauline Gradden
Head of Secondary, Vice Principal