



## **MORLEY COLLEGE LONDON**

### **Exams Contingency Policy**

<b>POLICY OWNER:</b>	Chief Planning and Data Officer
<b>FINAL APPROVAL BY:</b>	Policy Committee
<b>Policy Category:</b>	Corporate
<b>Approved by Policy Committee:</b>	31 October 2023
<b>Approved by Governing Body:</b>	N/A
<b>Review Date:</b>	31 October 2027

## **1. Introduction, Purpose and Scope of Policy:**

- 1.1 This Exams Contingency policy outlines the guidelines and protocols to be followed in the event of unforeseen circumstances that may disrupt the regular examination process at Morley College London. The purpose of this policy is to ensure fairness, integrity, and consistency in the administration of exams while accommodating unexpected situations that may arise.
- 1.2 This policy applies to all students and staff involved in the examination process at Morley College London.

## **2. Equality and Diversity Analysis Screening:**

- 2.1 In accordance with the College's Equality and Diversity policy, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations.
- 2.2 The policy does not discriminate against different groups and hence an equality analysis is not required.

## **3. Applicability:**

- 3.1 The policy is applicable to all staff and students involved in running or participating in examinations.

## **4. Definitions:**

- 4.1 JCQ: Joint Council of Qualifications
- 4.2 OFQUAL: The Office of Qualifications and Examination Regulations
- 4.3 ALS: Additional Learning Support
- 4.4 AEO: Assessment and Examinations Officer

## **5. Statutory and regulatory requirements:**

- 5.1 Alongside internal processes, this policy is informed by other key publications:
  - 5.1.1 The Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication 'What schools and colleges and other centres should do if exams or other assessments are seriously disrupted'.
  - 5.1.2 The JCQ Joint Contingency Plan for the Examination System in England, Wales and Northern Ireland and the JCQ notice Preparing for disruption to examinations (effective from September 2022).
  - 5.1.3 This policy also confirms Morley College London's compliance with JCQ's General Regulations for Approved Centres (section 5.3).

## **6. Policy Objectives:**

- 6.1. To ensure the College is compliant with regulatory requirements and the impact on students in the event of unforeseen circumstances is minimised.

## **7. Implementation of Policy:**

### **7.1. Identification of Potential Disruptions:**

The Senior Leadership Team proactively identifies potential disruptions that may impact the examination process, such as natural disasters, severe weather conditions, power outages, technological failures, and public health emergencies.

### **7.2. Cyber attack**

7.2.1. The College will seek to mitigate the impact of the disruption on exam arrangements.

7.2.2. The College has robust security measures in place to prevent unauthorised access as detailed in the Access Control Policy.

7.2.3. Staff undergo awareness training including phishing campaigns and are regularly communicated with regarding security best practices.

7.2.4. In the event of a cyber-attack, Business Continuity Plan will be utilised. This could include but not limited to the isolation of an area of the network, partial shutdown of some services or complete shutdown due to total loss of data.

### **7.3. Communication Channels:**

The College has established effective communication channels to disseminate information to students and staff in the event of a contingency. These channels include email notifications, College website announcements, social media platforms, and direct communication with relevant stakeholders.

### **7.4. Disaster Recovery Team:**

The Disaster Recovery Team (DRT) is responsible for assessing the situation, making decisions, and implementing appropriate measures to address exam disruptions. The DRT includes representatives from the Senior Leadership Team, The Governing Body, IT services, Management Information Services, and relevant professional services staff.

### **7.5. Student Support and Appeals**

#### **7.5.1. Student Support Services:**

The college shall provide necessary support services to assist students affected by exam disruptions. These services may include academic counselling, mental health support, and guidance on alternative assessment methods.

#### **7.5.2. Appeals Process:**

If students believe that the contingency measures have adversely affected their performance or created an unfair disadvantage, they may submit an appeal following the College's established procedures for academic appeals (see 5.4 in Assessment Manual). The College administration shall handle these appeals promptly, ensuring a fair and impartial review process.

7.6. The College will review contingency plans well in advance of each exam or assessment series including consider how, if the contingency plan is invoked, the College will comply with the awarding organisation's requirements.

7.7. In the absence of any instruction from the relevant awarding organisation, the College will make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises.

7.8. The College will discuss alternative arrangements with the awarding organisation if:

7.8.1. the exam or assessment cannot take place.

7.8.2. a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control.

- 7.9. In the event of disruption, the College will:
- 7.9.1. Contact the relevant awarding organisation and follow its instructions.
  - 7.9.2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
  - 7.9.3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
  - 7.9.4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
  - 7.9.5. In the event of an evacuation during an examination please refer to JCQ's Centre emergency evacuation procedure.
  - 7.9.6. Communicate with parents, carers and students any changes to the exam or assessment timetable or to the venue.
  - 7.9.7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

**8. Communication and Training:**

- 8.1 The Senior Leadership Team shall ensure that this policy is widely disseminated among students, faculty, and staff. It should be readily accessible through the College's website and other appropriate platforms.

**9. Monitoring and Reporting:**

- 9.1 This Exams Contingency Policy shall be reviewed periodically to ensure its effectiveness and relevance. Any updates or amendments shall be communicated to all relevant stakeholders.

**10. Related References, Policies, Procedures, Forms and other Appendices:**

- 10.1 Business Continuity Plan (confidential)
- 10.2 [Assessment Manual](#)
- 10.3 [Learning, Teaching and Assessment Policy](#)
- 10.4 [Access Control Policy](#)