



Bromley Adult Education College

Examination Contingency Plan

2020-21

Contents

- Contingency Plan
- Qualifications
- Operation of the Plan
- Communication
- Disruption to teaching time
- Disruption to delivery of exam papers
- Disruption to collection of exam scripts
- Centre closure
- Disruption to exam
- Disruption to online exam
- Disruption to distribution of exam results
- Disruption to post results services
- Business Closure
- Absence of Qualifications Officer on exam day

The purpose of this Contingency Plan is:

- To ensure that there is a consistent and effective response in the event of a major disruption to the examination system.
- The overall outcome of the plan is to ensure that the interests of candidates are safeguarded while maintaining the integrity of the examination system and qualification standards.

This will include:

- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards
- Signposting learners to appropriate alternative provision elsewhere in case of business or course closure (eg, London South East Colleges or Croydon Adult Education College)

Qualifications covered by the plan

The qualifications covered by the plan are primarily externally assessed examinations delivered at Bromley Adult Education College.

When the plan would be operated

The plan would be triggered in the event of a major disruption to the examination system affecting significant numbers of candidates across any awarding organisation.

This could include severe weather, widespread illness, government restrictions, travel disruption, fires, logistical problems, business closure or system failures.

Any action taken will be subject to the advice of appropriate official agencies dealing with the specific circumstances being faced, for example the police, Government, Environmental Agency or Health Protection Agency.

Communications

Bromley Adult Education College is committed to:

- Communicating with awarding organisations and examination candidates so they are aware of disruptions to the exams, the contingency measures being implemented and any actions required of them, ensuring any messages are clear and accurate.
- Sharing timely and accurate information that is required to meet the aims of the plan.

Disruption to teaching time – planned action

In the event that a significant number of centres are closed and candidates are unable to attend for an extended period of time BAEC will arrange for teaching of exam subjects to take place in an alternative venue, if possible. If it is the case that all centres are closed, teaching will continue online, wherever possible.

Disruption to delivery of exam papers – planned action

In the event of non delivery of exam papers BAEC would contact the awarding organisation to arrange for urgent delivery, either by alternative courier services or by electronic versions of the paper delivered securely to a nominated email address.

Disruption to collection of exam scripts – planned action

In the event that there is a delay to the normal collection of completed exam scripts BAEC would contact the relevant awarding organisation to seek advice to resolve the issue. Examination scripts will be held in the exams office secure storage area until the issue is resolved.

Centre unable to open on exam day – planned action

In the event that the exam centre is unable to open BAEC would, in the first instance contact all relevant awarding organisations to request permission to use an alternative centre.

Disruption to any exam due to external factors eg. Fire or evacuation – planned action

In the event that an exam cannot take place in the planned venue action would be as described in the previous paragraph. In the event that an exam starts but is interrupted the Exams Emergency Evacuation Procedure would be followed.

Disruption to an online exam

In the event that an exam cannot be taken because of system failure arrangements would be made for the candidates to take the exam at the next available opportunity.

Assessment evidence not available to be marked – planned action

In the event of examination scripts being damaged BAEC would contact the relevant awarding organisations to see whether it is possible for them to generate marks using other evidence of candidate achievement. If this is not possible BAEC would arrange for candidates to retake the assessment at the next available opportunity.

Centre unable to distribute results – planned action

In the event that the main centre is closed BAEC will arrange for results to be distributed from an alternative centre. For GCSE results, which are collected by candidates on results day, candidates will be advised where results can be collected from. If all centres are required to be closed, exam results received electronically will be sent electronically to candidates who have provided an email address. Results for candidate who have not provided an email address will be posted by first class post.

Centre unable to access post results services – planned action

In the event that the centre cannot access post results system (eg. System failure), BAEC will contact the relevant awarding organisation to seek advice on how to proceed. Priority should be given to any candidate requiring their result for UCAS.

Centre unable to continue course due to low numbers or no available tutor planned action

In the event that a tutor leaves during a course, every effort will be made to replace the tutor immediately to ensure continuity of the course. If that is not possible the course may be temporarily postponed until a new tutor is engaged.

In the event that a course enrolment numbers fall significantly, an investigation into the reasons for withdrawal would seek to understand why. However, the remaining students will continue to be taught until the planned end date.

Centre unable to continue to deliver provision due to business closure – planned action

In the event that the centre is unable to continue to deliver provision, BAEC will contact relevant awarding organisation to inform them of the situation and to identify alternative provision locally. Every effort will be made to ensure that students are able to continue their studies with an alternative provider.

Centre Qualifications Officer absent on exam day – planned action

The exams assistant will be made aware of all examinations to be taking place in the college so that, in the event of the unexpected absence of the qualifications officer on exam day, the exams assistant will be able to access the required materials to ensure the exam can go ahead without disruption to the candidates.

Head of Adult Learning Qualifications Officer

Date


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01/09/20
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This policy is due for renewal in August 2021