



MORLEY COLLEGE LONDON

Exams Contingency Policy

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

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.

- 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.
- 7.10. In the event that the government determines that exams are not able to go ahead the College will refer to the Assessment Resilience Arrangements outlined in the Assessment Manual.
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](#)

Appendix 1: Examples of Disruption

Disruption	Criteria for Implementation	Centre Actions to Mitigate Disruption
Absence of the College Examinations Lead during key points of the exam process	Key tasks required in the management and administration of the exam cycle not undertaken (e.g. planning period, entries deadline, examination days, results day)	Up-to-date procedural information stored in shared location Upskilling members of Exam team to enable them to assume responsibility with the support of the Head of IS
Absence of the Additional Learning Support (ALS) Manager during key points of the exam process	Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken (e.g. candidates not tested, approval not applied for, arrangements not put into place)	Head of Student Services to ensure functionality of ALS team ALS team to collate Normal Way of Working evidence and assessments Exams Team to work with ALS Team to ensure access arrangement deadlines are met
Invigilators - lack of appropriately trained invigilators or invigilator absence	Failure to recruit and train sufficient invigilators to conduct exams Invigilator shortage on peak exam days Invigilator absence on the day of an exam (e.g. due to transport strikes)	Curriculum and professional service staff trained to provide cover for any shortfalls or invigilator absence List of trained non-staff invigilators and contact details maintained by Exams Team Exams Team and ALS to check if possible to Tf 0.457 Tw 11.0 Td [(()1tp

affecting examination
administration

at final entry deadline, during exams
preparation or on the results release date

Exams Team to access alternate device/location to
attempt connection
Head of Centre/Exams Lead to contact relevant
Awarding Organisation to notify and discuss alternate
access arrangements
IT Team made aware of key exam-related dates

teaching or study supported time, interrupting
the provision of normal teaching and learning

<p>Assessment evidence is not available to be marked</p>	<p>Large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked</p>	<p>Head of Centre to notify the AO immediately to notify of circumstances and discuss alternate arrangements, in liaison with Exams Lead</p>
<p>College is unable to distribute results as normal</p>	<p>The Centre is unable to access or manage the distribution of results to candidates or to facilitate post-results services</p>	<p>Head of Centre/Exams Lead to notify AO and discuss alternate arrangements Attempt access at alternate College Centre Use of alternate methods of communication and/or IT systems Ensure communication to staff, students and parents as soon as possible IT Team</p>