



# 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 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 AppIS (at)-6 80 >>BDC -0.003 (7:~)11.1 (t)-5n6 (or)6 (0 Tc)4.9 ( k)-2 (ey)8n.1 (t)-I4.

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.

- 7.9. 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 (1.5) 7007370.B.9.0.07 To (095707) 2 (02) 4.3 (88) 2 (5) 5314(S) 7270TW 0.81.S1-0.