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EXAMINATIONS CONTINGENCY POLICY REVISED 2024

To be used in conjunction with GOV.UK joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

The Examinations officer is unable to attend on the examination day

Type of scenario	Disruption to candidates
Impact on	Teachers, candidates, parents and carers
When to implement the plan	If the examinations officer is unable to attend on the day of an examination
Recommended actions	The Chairperson or Vice-Chair will appoint another member of the College to act as examination officer for the day. A second key is held securely by the Chairperson to access examination papers.

Disruption of teaching time

Type of scenario	Disruption to candidates
Impact on	Teachers, candidates, parents and carers
When to implement the plan	In the event that the Ulster College is closed, and candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Recommended actions	The College will seek alternative venues for candidates to have their lessons or alternative methods of learning, - prioritise candidates who will be facing examinations shortly - advise candidates, where appropriate, to sit examinations in the next available series
Specific communication	The College will communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this
Success criteria	Students continue to be taught either through an alternative method of learning or at an alternative venue

Candidates unable to take examinations because of a crisis

Type of scenario	Disruption to candidates
Impact on	College staff, candidates, parents and carers
When to implement the plan	In the event that candidates are unable to attend the College to take examinations as normal.
Example of scenario	A sickness bug means that a number of candidates are not able to attend the College to take an examination.
Recommended actions	The College will - liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with CCEA - offer candidates an opportunity to sit any examinations missed at the next available series - apply to CCEA for special consideration for candidates where they have met the minimum requirements Please note: candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not apply
Specific communication	The College will communicate with CCEA at the outset to make them aware of the issue. The College will communicate with parents, carers and candidates regarding solutions to the issue.
Success criteria	Candidates are able to sit examinations with minimum disruption or additional stress to them.

Disruption in the distribution of examination papers

Type of scenario	Transport or delivery
Impact on	CCEA staff, teachers, candidates
When to implement the plan	In the event that there is a disruption to the distribution of examination papers to the College in advance of examinations.
Example of scenario	<p>A courier delivers a wrong set of examination papers to the College.</p> <p>It is recommended that CCEA:</p> <ul style="list-style-type: none">- source alternative couriers for delivery of hard copies- provide the College with electronic access to examination papers via a secure external network.
Recommended actions	<p>The examinations officer will ensure that copies are received, made and stored under secure conditions</p> <ul style="list-style-type: none">- as a last resort, and in close collaboration with centres and regulators, CCEA should consider scheduling of the examination on an alternative date
Specific communication	The College will communicate with CCEA to organise alternative delivery of papers.
Success criteria	Students are able to proceed with taking examinations without having to reschedule examinations.

Disruption to the transportation of completed examination scripts

Type of scenario	Transport or delivery
Impact on	Courier staff, College staff, CCEA staff
When to implement the plan	In the event that there is a delay in normal collection arrangements for completed examination scripts
Example of scenario	<p>A courier contacts the College to report a problem about picking up scripts on time</p> <p>The College will</p> <ul style="list-style-type: none">- in the first instance, seek advice from CCEA and their normal collection agency regarding collection- will not make their own arrangements for transportation without approval from CCEA - ensure secure storage of completed examination scripts until collection
Recommended actions	
Specific communication	

The College will communicate with relevant awarding organisations at the outset to resolve the issue.

Success criteria Scripts are stored securely in line with JCQ guidance. Scripts are collected and delivered to awarding organisations with the minimum of delay

The College is unable to open as normal during the examination period

Type of scenario	Disruption to the College
Impact on	Candidates, College staff, parents, carers and CCEA staff
When to implement the plan	In the event that the College is unable to open as normal for scheduled examinations.
Example of scenario	A fire at the College means that it is closed when examinations are due to take place.
Recommended actions	<p>The College will</p> <ul style="list-style-type: none">- open for examinations and examination candidates only, if possible- use alternative venues in agreement with CCEA (eg share facilities with other centres or use other public buildings if possible)- apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see Scenario 3)- offer candidates an opportunity to sit any examinations missed at the next available series, if possible
Specific communication	If the College is unable to open as normal for examinations the administrator or examinations officer will inform CCEA as soon as possible
Success criteria	Students are able to take examinations in alternative venues in a timely way

Assessment evidence is not available to be marked

Type of scenario	Marking impossible
Impact on	Candidates, college staff, parents, carers and CCEA staff

When to implement the plan	In the event of large scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked
Example of scenario	A fire at the College destroys completed examination scripts
Recommended actions	The College will request that: - CCEA generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement, as defined by the CCEA in consultation with the regulators - candidates retake the assessment that has been affected at a subsequent assessment window, if possible
Specific communication	The head of centre, administrator or examination officer will communicate this immediately to CCEA and subsequently to students and their parents or carers
Success criteria	Candidate marks are able to be generated (if possible) from existing assessment materials
Further advice and information	To be sought from CCEA

The College is unable to distribute results as normal

When to implement the plan	In the event that schools or colleges are unable to access or manage the distribution of results to candidates
Example of scenario	The College is closed and therefore candidates are not able to visit to find out their results
Recommended actions	The College will: - make arrangements to access results at an alternative site - share facilities with other schools and colleges if possible
Specific communication	The College will contact CCEA about alternative options
Success criteria	Candidates receive results in a timely way