



## CONTINGENCY & ADVERSE EFFECTS POLICY

This policy is designed to ensure a consistent and effective response in the event of major disruption to the course delivery and assessment system affecting significant numbers of learners. The plan will be implemented in the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures. Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

Implementing the plan will safeguard the interests of learners while maintaining the integrity of the assessment system and safeguarding qualification standards. The contingencies applied will be selected based on the context of the disruption.

The priority when implementing contingencies will be to maintain the following principles:

- Delivering course to published timetables
- Delivering assessments to published timetables
- Delivering results to published timetables
- Complying with regulatory requirements in relation to assessment, marking and standards.

### **Communication:**

- In the event of local disruption, communication to tutors and learners will take place through the administration following agreement with the Executive Director.
- In the event of major disruption, details of specific contingencies agreed across organisations involved in the examinations process will be confirmed on the Ofqual website and proactively communicated to relevant stakeholders.
- This includes communications between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public.

The Garage is committed to:

- sharing timely and accurate information as required to meet the aims of the plan
- communicating with stakeholders so they are aware of disruption and contingency measures being implemented and any actions required of them as a result
- ensuring that any messages are clear and accurate.

### **Key Risks and Associated Actions**

#### **Teaching staff extended absence at key points in the exam cycle:**

*Centre actions:*

The Garage to arrange alternative teaching staff within the institution concerned at the earliest opportunity.

#### **Lack of appropriately trained and qualified assessor or IV and their absence**

*Centre actions:*

The Garage will keep abreast of the planning, hiring, training etc of all assessors at least 2 weeks prior to the course start and arrange alternative staff as necessary.

#### **Lack of appropriate rooms or main venues unavailable at short notice**

*Centre actions:*

Liaise with the external partner organisations (CCN, Open, NTR) to make use of their spaces.

#### **Failure of IT systems**

*Centre actions:*

Maintain secured backup for all types of assessment and feedbacks

Support learners with printing version of the course materials during class time.

Liaise with Awarding body to let them know about the failure of the system and get help from their contingency plan.

#### **Disruption of teaching time – centre closed for an extended period**

*Centre actions:*

Communicate with learners about the potential for disruption to teaching time and plans to address this.

Establish liaison between tutors and learners so that learner can make correspondence with tutor and get course materials and submit assignments online.

Arrange alternative teaching space at partner venue

#### **Assessment evidence is not available to be marked (Large scale damage to or destruction)**

*Centre actions:*

To reduce this risk, active scripts remain on site for the absolutely minimum time.

It is the responsibility of the head of centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to learners.

#### **Centre unable to distribute results as normal**

*Centre actions:*

Contact to be made immediately to the awarding bodies about alternative options.

Contact to be made immediately to the learners explaining the situation.

#### **Withdrawal of Qualifications**

The Garage is committed to putting the interests of learners first and undertakes to take all reasonable steps to protect the interests of learners should an Qualification or Unit be withdrawn for whatever reason and by whichever body. The Garage will make every effort to ensure that learners are not registered onto Qualifications that are due to be withdrawn before the date that learners

could reasonably be expected to complete the Qualification. Where there appear to be learners unlikely to complete prior to the Qualification end date, The Garage will take all reasonable steps to identify an alternative Qualification, or an alternative centre and to make the necessary transfers and other arrangements in order to enable the learners to achieve the Qualification wherever possible.

Signed: A. TAYLOR

Date: July 2017

Adam Taylor  
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