

External Assessment Contingency Plan Policy

Purpose

This policy outlines Halifax Opportunities Trust's approach to managing risks and mitigating the impact of potential disruptions to NCFE external assessments. It ensures the continued integrity and delivery of assessments in line with NCFE regulations.

Scope

This policy applies to all staff involved in the planning, administration, and invigilation of NCFE external assessments.

Objectives

- Minimise disruption to the assessment process.
- Protect the interests of candidates.
- Ensure the integrity of assessments is upheld.
- Communicate effectively with stakeholders during incidents.

Potential Disruption Scenarios

- Invigilator absence
- Centre closure due to extreme weather or health emergency
- Power failure or IT issues
- Fire alarms or building evacuations
- Assessment material breaches or errors

Contingency Measures

1. Pre-Assessment Planning

- A risk register will be maintained identifying known risks.
- Backup invigilators and IT support will be arranged for key assessments.

2. Candidate Communication

- Candidates will be informed of contingency plans during assessment briefings.
- SMS and email systems are in place for emergency contact.

3. Assessment Disruption

- Alternative assessment rooms or backup IT facilities are designated.
- Invigilators will follow emergency invigilation protocols (see separate procedure)

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4. Re-scheduling

- In the event of unavoidable cancellation, NCFE and learners will be notified immediately.
- Resits will be arranged with minimal delay in line with NCFE guidance.

5. Reporting and Escalation

- The Exams Officer or Quality Controller will notify NCFE within 24 hours of any significant disruption.
- A full incident log will be completed and submitted as part of the follow-up.

6. Post-Disruption Review

- Each incident will be reviewed to identify areas for improvement.
- Amendments will be made to processes and staff training updated accordingly.

Responsibilities

- **Exams Officer:** Oversee implementation of the contingency plan.
- **Quality Controller:** Ensure compliance and audit reporting.
- **Invigilators/Assessors:** Follow emergency procedures accurately.

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