

## POLICIES AND PROCEDURES

# CONTINGENCY POLICY

### 1.1 Introduction

This policy is here to specially support those candidates who are registered for external exams but cannot complete them due to events of different nature that are or can be considered the centre's responsibility.

### 1.2 Purpose

- That in the event of any disruption to delivery, assessment and certification of awarding bodies programmes, contingency arrangements are in place to manage adverse effects.
- To protect learners' interest as far as possible
- To always maintain the integrity of the awarding bodies programmes

### 1.2 Procedure

- 1) What to do if any invigilator cannot complete the invigilation due to sickness or anything related:

Another invigilator (who will have also received training) will take the responsibility of the invigilation. There is an internal list of priority regarding the staff available to do so.

- 2) What to do if an invigilator becomes sick or starts to show symptoms compatible with COVID when invigilating an exam:

- a) The invigilator calls the Exams Officer or reception if the first does not answer.
- b) The Exams Officer indicates the new invigilator that goes to the exam room and continues with the invigilation.
- c) The previous invigilator leaves the exam room and continues with the appropriate steps.

- 3) What to do if a student cannot attend an exam due to COVID or being under quarantine:

- a) The family informs the school about the situation, providing an official document that proves the situation following the local regulations regarding the COVID health measures.
- b) School (Exams Officer) applies for Special Consideration, as stated in regulations, so that the component the student is missing is not taken into account for the final grade the student will be awarded with by the awarding body.

- 4) What to do if a student shows symptoms compatible with COVID or becomes sick during an exam:

- a) The invigilator calls the Exams Officer so that they assess the student and decide whether the student should continue doing the exam. If the student cannot continue the exam, the Exams Officer will take the student from the exam room and will go with them to the quarantine room. Then, the school (Exams Officer) applies for Special Consideration, as stated in regulations, so that the component the student is missing is not taken into account for the final grade the student will be awarded by the awarding body.

- 5) What to do in the case of an emergency (eg. fire alarm going off, flood on exams floor etc):
- a) In the case of an emergency during an exam, **the safety of candidates and staff is the first priority**. The exam room should be evacuated immediately as per [ISCS protocol](#).
  - b) If safe, make sure all question papers and answer scripts are left in the exam room. Do not take exam papers and scripts with you!
  - c) If safe, secure the exam room by locking the doors that lead from primary to exam room and the door of the gym. Lock only if you are certain that the rooms are evacuated.
  - d) Supervise candidates so they cannot communicate with anyone or access information.
  - e) Keep a record and report what has happened to the Exams Officer.
- 6) What happens to candidates if the centre withdraw the license with an awarding body during or before the student could finish the qualifications he/she was registered for:
- i) The Centre will inform the awarding body of the situation.
  - ii) The Centre will inform the candidate and his/her family (if not an adult) of the situation.
  - iii) The Centre will cooperate in finding a suitable alternative examination centre for the candidate.

This policy will be reviewed annually and when any relevant changes in the corresponding regulations appear.