

Contingency Arrangements Policy

2025 – 2026

Centre Name	Saracens Foundation
Approved/Reviewed by	Benjamin Lawrence
Last Review Date	01/07/2025
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Purpose of the Policy

The purpose of this policy is to provide guidance to centre staff and any other relevant individuals on ensuring suitable contingency arrangements are in place to prevent learners certification of vocational qualifications being impacted by external factors. It considers possible risks that may cause disruption to the administration and management of non-examination qualifications at the centre with the aim of reducing the impact of these disruptions.

Causes of Potential Disruption to the Certification Process

Contingency arrangements will be implemented if any of the following scenarios arise.

1. Failure of IT systems

The risks are:

- IT system failure at final entry deadline would mean that claims would not be made by deadline
- IT system failure during assessments may mean learners' assessment evidence is lost
- IT system failure at results release time would mean results cannot be shared with learners and staff
- IT system failure due to cyber attack

To mitigate some of these risks the centre will:

- Centre to ensure cyber-security policy is up to date and adhered to by all staff.
- Entries to be made in advance to avoid late problems due to IT failure
- Exams Officer to contact relevant Awarding Organisation/s regarding options for results communications
- IT department to be aware of possibilities for Cyber attack and to minimise risk.

2. Disruption of teaching time – centre closed for an extended period

The risks are:

- Centre closed or learners are unable to attend for an extended period during teaching time.

To mitigate this risk the centre will:

- Exams Officer to advise the AOs as appropriate.
- The centre to communicate with parents, carers, and learners about the potential for disruption to teaching time and plans to address this.
- Remote teaching and learning systems to be used for all year groups.

3. Assessment evidence is not available to be marked

The risks are:

- Large scale damage to/destruction of completed assessment evidence before it can be marked

To mitigate this risk the centre will:

- It is the responsibility of the Head of Centre to communicate this immediately to the relevant Awarding Organisation(s) and subsequently to learners and their parents or carers.
- It may be necessary for the learners to retake the assessment at the next available opportunity.

4. Exam officer has extended absence at key points in the assessment windows for the qualification

The risks are that key tasks such as the following are not undertaken:

- Assessment window planning
- Oversight of Awarding Organisation specifications being delivered
- Claims not being made by specified deadline
- Learners not being entered with Awarding Organisation for assessment
- Incorrect claims being made with maladministration occurring
- Awarding Organisation entry deadlines missed, late or other penalty fees being incurred
- Assessment materials and learners' work not stored under secure conditions

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- internal assessment marks and samples of learners' work not submitted to Awarding Organisation for external quality assurance
- Requests/responses to actions not submitted to Awarding Organisations during assessment window
- Access to qualification results affecting the distribution of results to learners
- Facilitation of the post-results services such as learner appeals

To mitigate some of these risks the centre will:

- Appoint a suitable Deputy Examinations Officer as rapidly as possible, or work with the person currently in this post, who will follow procedures and practices within the Examinations Officer remit.
- Deputy Exams Officer to ensure essential information is available to SLT and members of the exam team and to ensure AO Specifications are followed
- Liaise with Awarding Organisations if deadlines will not be met

5. SENCo has extended absence at key points in the assessment window cycle

The risks are that key tasks required in the management and administration of the access arrangements process are not undertaken including:

- Learners not assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working not collated
- Approval for access arrangements not applied for to the Awarding Organisation
- Assessors not given appropriate support to put reasonable adjustments in place

To mitigate some of these risks the centre will:

- SLT to liaise with relevant Department and select a suitable Deputy SENCo as rapidly as possible, or work with existing Deputy SENCo, who will follow procedures and practices within the SENCo remit.
- Exams Officer to ensure essential information is available to SLT and liaise with AO where required

6. Centre unable to distribute results/certificates as normal

The risks are:

- Centre is unable to access the centre or manage the distribution of results to learners, or to facilitate post-results services

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To mitigate this risk the centre will:

- Centre to contact Awarding Organisations about alternative options.
- Inform staff, learners, and parents as soon as possible of the change in distribution of results.

Name: Benjamin Lawrence

Signature: 

Date: 01/07/2025

Role: Head of Operations – Saracens Foundation

I _____ can confirm that I have read and understood the policy and will adhere to the necessary reporting requirements of this policy in light of any incidents that I am aware of.

Name _____

Date _____

Signature _____