

## **Adverse Weather Conditions and Periods of Disruption Policy**

During periods of adverse weather and disruption, it is important to note that the NCTJ must safeguard the interests of all candidates while maintaining the integrity of our assessments and safeguarding our qualification standards.

The priority when implementing contingencies is to ensure that examinations are delivered and results issued to the published timetables wherever possible.

This policy is designed to ensure a consistent and effective response in the event of a major disruption NCTJ assessments, affecting centres and/or candidates due to sit NCTJ assessments, the marking of assessments or the issue/receipt of exam results.

### **Disruption of teaching – centres are closed for an extended period**

#### Criteria for implementation of the plan

Centres are closed or candidates are unable to attend the centre for an extended period during normal teaching or study supported time.

#### Recommended actions:

Where there is disruption to teaching time that adversely affects a candidate's learning, it remains the responsibility of the centre to prepare them as normal for NCTJ assessments.

Centres may advise candidates to sit examinations remotely, in an alternative series, or propose an alternative examination date from those available in the published schedule.

Centres should have plans in place to facilitate alternative methods of learning. Guidance on emergency planning, with advice on severe weather, is available on the Department for Education website [here](#).

### **Disruption to the receipt of examination papers**

#### Criteria for implementation of the plan

Disruption to the receipt of examination papers at centres in advance of examinations.

#### Recommended actions:

Centres should take all reasonable steps to recover examination papers if proof of delivery can be provided. The NCTJ may source alternative couriers for delivery of hardcopies if appropriate. An electronic copy of examination papers may be provided, or the NCTJ will fax the required examination paper to centres if electronic transfer is not possible. The centre examinations officer would need to ensure that copies are received, made and stored under secure conditions as per the NCTJ 'security of assessments' policy.

### **Candidates are unable to attend an examinations because of severe adverse weather – centres remain open**

#### Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal.

Recommended actions:

Centres should offer candidates the opportunity to sit the examination remotely, or if this is not possible to sit the missed examination on the next available examination date in the NCTJ examination schedule, in agreement with the head of awarding or assessment manager at the NCTJ. Appropriate exam fees will apply in this case. Centres should follow the special consideration policy regarding the deferral of examination fees for individual candidates if appropriate. Supporting evidence will be required.

If a candidate chooses not to sit an examination for other reason they should be aware that special consideration rules will not apply.

**Centres are unable to open as normal during the examination period – centres close**

Criteria for implementation of the plan

Centres are unable to open as normal for scheduled examinations.

**A centre which is unable to open as normal for examinations must inform the NCTJ as soon as is possible and notify us of the exams that were due to be taken.**

The responsibility for deciding whether it is safe for a centre to open lies with the head of centre.

Recommended actions:

Centres to open for examinations and the examination candidates only, if possible.

Centre to use an alternative venue in agreement with the NCTJ (e.g. share facilities with other centres or use other public building, if possible).

Centres may offer candidates an opportunity to sit an exam remotely or on the next available examination date in the NCTJ examination schedule.

**Disruption to the return of completed examination scripts**

Criteria for implementation of the plan

Delay in normal return arrangements for completed examination scripts.

Recommended actions:

In the first instance, centres should seek to return examination scripts to the NCTJ electronically, via a secure method. If hard copies need to be returned, the centre should seek advice from their normal collection agency regarding collection and seek advice from the NCTJ on how to proceed.

If scripts cannot be returned in accordance with NCTJ examination procedures, centres must ensure the secure storage of completed examination scripts, as per the NCTJ 'security of assessments' policy.

## **Assessment evidence is not available to be marked**

### Criteria for implementation of the plan

Large scale loss, damage to or destruction of completed examination scripts/assessment evidence before it can be marked.

### Recommended actions:

Candidates to retake the affected assessment on the next available examination date in the NCTJ examination schedule.

The NCTJ does not, under any circumstances, offer an aegrotat award.

## **Markers unable to mark examination scripts according to marking schedules**

### Criteria for implementation of plan

Markers are unable to mark examination scripts within the two week marking period, resulting in a risk to the delivery of results by published results dates.

### Recommended actions:

The NCTJ must be advised immediately if there is a risk of a delay to the submission of candidate marks. Additional time may be provided to markers where this is possible (i.e. if moderation is not required).

In extreme circumstances, the NCTJ may offer to re-allocate some/all scripts to other available markers. Centres must not assume the responsibility for reallocation themselves, and must consult with the NCTJ.

## **NCTJ unable to issue results as planned**

### Criteria for implementation of plan

The NCTJ is unable to distribute results due to failure of systems, or other adverse effect, affecting results delivery.

### Recommended actions:

#### **Where results are due to be issued electronically:**

NCTJ to issue hardcopy results to centres in the first instance, entering the results to the database as soon as possible afterwards.

#### **Where results are due to be issued in hard copy:**

NCTJ to facilitate communication of results to centres via another appropriate method.

## **Centres are unable to distribute results to candidates as normal**

### Criteria for implementation of plan

Centres are unable to manage the distribution of approved results to candidates as required by the NCTJ.

Recommended actions:

Candidates on accredited courses are able to view their exam results online via their NCTJ student login area.