

# CONTINGENCY PLAN

## 1. Purpose

Safe Construction Training Solutions Ltd Contingency Plan and is designed to ensure a consistent and effective response in the event of major disruption to the examination system affecting significant numbers of candidates across several awarding organisations. All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions, and these have been implemented already on numerous occasions. Safe Construction Training Solutions Ltd Contingency Plan takes into account these processes and procedures and is designed to complement them, not replace them.

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 and will be coordinated, as appropriate, with the Department for Education and qualification regulators Ofqual, Qualifications Wales and CCEA Accreditation.

Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the examination system and safeguarding qualification standards.

The contingencies applied will be selected based on the context of the disruption and have been implemented on several occasions in response to localised issues. They would be applied on a larger scale in response to any widespread disruption at a national level.

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

## 2. Disruption Categories:

### 2.1 Disruption of teaching time in the weeks before an exam – Safe Construction Training Solutions Ltd is closed for an extended period

#### Criteria for implementation of the plan

Safe Construction Training Solutions Ltd is closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

#### Recommended actions:

- Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of Safe Construction Training Solutions Ltd to prepare students, as usual, for examinations. In the case of modular courses, Safe Construction Training Solutions Ltd may advise candidates to sit examinations in an alternative series. Safe Construction Training Solutions Ltd will make plans to facilitate alternative methods of learning.

## **2.2 Disruption in the distribution of examination papers**

### Criteria for implementation of the plan

Disruption to the distribution of examination papers to Safe Construction Training Solutions Ltd in advance of examinations.

### Recommended actions:

- Safe Construction Training Solutions Ltd to source alternative couriers for delivery of hardcopies.
- Safe Construction Training Solutions Ltd to change the timing of the distribution to earlier or later than originally scheduled
- awarding organisations to provide Safe Construction Training Solutions Ltd with electronic access to examination papers via a secure external network. Safe Construction Training Solutions Ltd would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances.
- as a last resort, and in close collaboration with Safe Construction Training Solutions Ltd and regulators, awarding organisations to consider scheduling of the examination on an alternative date

## **2.3 Candidates unable to take examinations because of a crisis - Safe Construction Training Solutions Ltd remain open**

### Criteria for implementation of the plan

Candidates are unable to attend examination Safe Construction Training Solutions Ltd to take examinations as normal.

### Recommended actions:

- Safe Construction Training Solutions Ltd to invoke the contingency plan. This must focus on options that enable candidates to take their examinations.
- Awarding organisations will ensure that any applications for special considerations as a result of disruption will be reviewed across awarding organisations to ensure consistency of decision making

## **2.4 Safe Construction Training Solutions Ltd is unable to open as normal during the examination period**

### Criteria for implementation of the plan

Safe Construction Training Solutions Ltd unable to open as normal for scheduled examinations.

### Recommended actions:

- Safe Construction Training Solutions Ltd to invoke contingency plan, which must focus on options that enable candidates to take their examinations.
- The responsibility for deciding whether it is safe for a Safe Construction Training Solutions Ltd to open lies with the Operations Director. The Operations Director is responsible for taking advice or following instructions from relevant local or national agencies in deciding whether their centre is able to open.
- Awarding organisations will ensure that any applications for special considerations as a result of disruption will be reviewed across awarding organisations to ensure consistency of decision making

## **2.5 Disruption to transporting completed examination papers**

### Criteria for implementation of the plan

Delay in normal collection arrangements for completed examination scripts/assessment evidence.

### Recommended actions:

- where awarding organisations arrange collections, Safe Construction Training Solutions Ltd should seek advice from awarding organisations and should not make their own arrangements for transportation unless told to do so by the awarding organisation.
- for any examinations where Safe Construction Training Solutions Ltd make their own arrangements for transportation, Safe Construction Training Solutions Ltd should investigate alternative dispatch options that comply with the requirements
- Safe Construction Training Solutions Ltd to ensure secure storage of completed examination papers until collection.

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

### Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked or completed examination scripts/assessment evidence does not reach awarding organisations

### Recommended actions

- Safe Construction Training Solutions Ltd to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
- where marks cannot be generated by Safe Construction Training Solutions Ltd candidates may need to retake affected assessment in a subsequent assessment series.

## **2.7 Disruption to the scanning process – where completed examination papers are being scanned in preparation for on- screen marking**

### Criteria for implementation of plan

Scanning process disrupted beyond acceptable levels resulting in a risk to the delivery of results by scheduled dates.

### Recommended actions:

- awarding organisations to implement their existing contingency plans for disruption to on-screen marking process
- awarding organisations to revert to alternatives form of marking prioritisation of scanning to be based on results dates.

## **2.8 Markers unable to mark examination papers according to marking schedules**

### Criteria for implementation of plan

Markers are unable to mark examination papers resulting in a risk to the delivery of results by scheduled dates.

Recommended actions:

- Safe Construction Training Solutions Ltd to re-allocate scripts to available markers
- Safe Construction Training Solutions Ltd to recruit, train or re-standardise qualified additional markers
- Safe Construction Training Solutions Ltd to consider the proportion of marking required to be completed for grade boundary setting
- prioritisation of marking to be based on results dates.

## **2.9 Difficulty in meeting results schedule**

Criteria for implementation of plan

Significant inability to meet schedule for publication of results.

Recommended actions:

- awarding organisations/ Safe Construction Training Solutions Ltd must notify the regulators of any such instance
- awarding organisations/ Safe Construction Training Solutions Ltd to establish priorities for results processing
- awarding organisations/ Safe Construction Training Solutions Ltd to implement existing contingency plans for disruption to the results processing schedule
- awarding organisations/ Safe Construction Training Solutions Ltd to assess level of disruption and consider options for issuing results in alternative format(s)

## **2.10 Safe Construction Training Solutions Ltd unable to issue results as planned**

Criteria for implementation of plan

Safe Construction Training Solutions Ltd unable to distribute electronic results due to failure of systems facilitating results delivery or unable to distribute hard copy results.

Recommended actions:

*Where results are due to be issued electronically:*

- awarding organisations/ Safe Construction Training Solutions Ltd transmit results via alternative electronic formats
- awarding organisations/ Safe Construction Training Solutions Ltd issue hardcopy results.

*Where results are due to be issued in hardcopy:*

- awarding organisations/ Safe Construction Training Solutions Ltd to facilitate communication of results via secure web-based platforms.

## **2.11 Safe Construction Training Solutions Ltd is unable to distribute results as normal or facilitate post results services**

### Criteria for implementation of plan

Safe Construction Training Solutions Ltd is unable to access or manage the distribution of results to candidates, or to facilitate post results services.

### Recommended actions:

#### *Distribution of results:*

- Safe Construction Training Solutions Ltd to make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation
- Safe Construction Training Solutions Ltd to make arrangements to coordinate access to post results services from an alternative site
- Safe Construction Training Solutions Ltd to share facilities with other centres if this is possible, in agreement with the relevant awarding organisation.

#### *Facilitation of post results services:*

- Safe Construction Training Solutions Ltd to make arrangements to make post results requests at an alternative location
- Safe Construction Training Solutions Ltd to contact the relevant awarding organisation if electronic post results requests are not possible
- Safe Construction Training Solutions Ltd to review the post results deadlines



Andrew Sutton  
Director  
Dated: May 2025