

AC&N EDUCATION CENTRE

## Assessment Security Process

### Introduction

AC&N EDUCATION CENTRE's ("the Centre") Assessment Security Process is designed to ensure a consistent and effective response in the event of major disruption to the examination system. 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. Implementing the plan will safeguard the interests of candidates while maintaining the integrity of the assessment system and safeguarding qualification standards.

The implementation of all parts of the process is guided by the following three principles:

- delivery of assessments to published timetables
- delivery of results to published timetables
- compliance with regulatory requirements in relation to assessment, marking and standards.

### Communication

In the event of major disruption, communication is a key factor in ensuring an effective and consistent response across all stakeholders. AC&N EDUCATION CENTER is committed to:

- sharing timely and accurate information as required to meet the aims of the plan
- communicating with all stakeholders so they are aware of disruption to the assessments, the contingency measures being implemented, and any actions required of them as a result
- ensuring that any messages to the public are clear and accurate.

The scenarios covered in this plan are as follows:

- (1) disruption of teaching
- (2) disruption in the distribution of examination papers
- (3) candidates unable to take examinations because of a crisis
- (4) The Centre unable to open as normal during the examination period
- (5) disruption to the transportation of completed examination papers
- (6) scripts not available to be marked
- (7) The Centre Examiners/Moderators unable to mark/moderate examination papers
- (8) The Centre unable to distribute results as normal
- (9) Change of Control AC&N EDUCATION CENTER.

## **1. Disruption of teaching time – centre is closed for an extended period**

### **Criteria for implementation of the plan**

The Centre is closed, or candidates are unable to attend for an extended period during planned guided learning hours, interrupting the provision of normal teaching and learning.

### **Planned actions:**

- Where there is disruption to teaching time and candidates miss teaching and learning, it remains the responsibility of the Centre to prepare candidates, as usual, for assessments.
- The Centre may advise candidates to transfer to a different assessment cycle.
- The Centre will plan in place to facilitate alternative methods of teaching and learning.

## **2. Disruption in the distribution of examination papers**

### **Criteria for implementation of the plan**

Disruption to the distribution of examination papers to centre in advance of examinations.

### **Planned actions:**

- The Centre may provide electronic access to examination papers via email.
- The Centre would need to ensure that copies are received.
- The Centre to source alternative couriers for delivery of hard copies if appropriate.

## **3. Candidates unable to take examinations because of a crisis – the Centre remains open**

### **Criteria for implementation of the plan**

Candidates are unable to attend at the Centre to take their examinations as normal.

### **Planned actions:**

- The Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue, if possible.
- Candidates offered an opportunity to sit any examinations missed at the next available cycle.

## **4. The Centre unable to open as normal during the examination period**

### **Criteria for implementation of the plan**

The Centre is unable to open as normal for scheduled examinations.

### **Planned actions:**

- If possible, centre to open for examinations only.
- The Centre to use alternative venues, if possible.
- The Centre may offer candidates an opportunity to sit any examinations missed at the next available cycle.
- The Centre to apply to NCC Education for special consideration for candidates where they have met the minimum requirements.
- The Centre to apply to NCC Education to sit examinations on an alternative date.

### **5. Disruption to the transportation of completed examination papers**

#### **Criteria for implementation of the plan**

Delay in normal collection arrangements for completed scripts.

#### **Planned actions:**

- The Centre to seek advice from NCC Education and normal courier regarding late collection.
- If late collection is not possible, the Centre to source an alternative courier, keeping NCC Education fully informed.

### **6. Scripts not available to be marked**

#### **Criteria for implementation of the plan**

Large scale damage to or destruction of completed scripts before they can be marked.

#### **Planned actions:**

- Where appropriate, AC&N EDUCATION CENTRE to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement.
- Candidates to retake affected assessment at subsequent assessment cycle.

### **7. The Centre Markers unable to mark assignments / local examination papers according to marking schedules**

#### **Criteria for implementation of plan**

The Centre markers are unable to mark assignments or examination papers resulting in a risk to the delivery of results by scheduled dates.

#### **Planned actions:**

The Centre to contact NCC Education at the earliest opportunity about alternative options, including:

- The Centre to negotiate adjusted deadline with NCC Education
- The Centre to re-allocate scripts to available markers
- The Centre to recruit/train qualified new markers.

## **8.The Centre unable to distribute results as normal**

### **Criteria for implementation of plan**

The Centre is unable to access or manage the distribution of results to candidates.

### **Planned actions:**

- The Centre to make arrangements to access/distribute its results at an alternative site
- If not possible, NCC Education to provide access to results directly to candidates.

## **9. Change of Control at the Centre Criteria for implementation of plan**

A person or organisation obtains control of the Centre who did not have control of the organisation immediately prior to doing so, through the purchase of a controlling interest or other legal means, or The Centre merges with any other organisation.

### **Planned actions:**

- The Head of the Centre or other senior executive officer will immediately inform NCC Education in full of such a change of control
- The Head of the Centre or other senior executive officer will establish and implement a plan for ongoing teaching, learning and assessment activities, taking all reasonable steps to ensure that the interests of candidates are protected first and foremost.