

Contingency and Adverse Effects Policy

(to include withdrawal of centre approval status and protection of the Learner Interest in the case of such a withdrawal)

Purpose/scope

- To protect the interest of learners on Pearson programmes in the event of any disruption to their course of study
- To always maintain the integrity of Pearson programmes despite the disruptions

Definitions/terminology

- **Contingency:** a possible but not very likely future event or condition. A contingency arrangement is one that is intended to be used if a possible event actually occurs.
- **Adverse effects:** are harmful or abnormal results of an event.

Responsibilities

- **Senior Management:** overall responsibility of implementing this policy and promoting a culture of contingency planning in the centre. Report any serious disruptions to Pearson.
- **Head of Centre:** report any disruption to senior management and take mitigating action as per policy.

Procedures

- Ensure contingencies that may affect learners are determined
- Arrangements are in place to deal with such contingencies
- Centre staff are aware of contingency arrangements so that their response is consistent
- Review and update the appropriateness of such arrangements
- Notify Pearson of any issues which put at risk the centre's ability to meet Pearson's centre approval criteria
- In case of withdrawal of centre approval centre will take all steps to protect learners' interest

Your centre: Stafford International School



Contingency and Adverse effects Policy

Aim:

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

In order to do this, the centre will:

- Promote a culture of contingency planning in all processes
- Ensure contingencies that may affect learners are determined
- Ensure arrangements are in place to deal with such contingencies
- Ensure centre staff are aware of contingency arrangements so that their response is consistent
- Evaluate the appropriateness of such arrangements
- Update contingency arrangements
- Report to Pearson any serious disruptions which may impact safe certification
- Notify Pearson of any issues which put at risk the centre's ability to meet Pearson's centre approval criteria
- Take all steps to protect learners' interest in case of withdrawal of centre approval.

This policy will be reviewed every 24 months by The Exams Officer.