

# Emergency Situations and Assessments

**Guidance for centres**

Version 2.0

March 2020



## Document change history

The scope of this document has been extended to include internal assessment and guidance for specific types of qualification. The title has been changed to reflect this.

Changes to specific sections of the document are listed below.

Changes for **March 2020**:

Section		Change
1	Introduction	Definition of an emergency expanded
1.1	Examples of emergencies	Additional example added (flooding)
1.2	Responsibilities for centres	New section added
1.3	Responsibilities for City & Guilds	New section added
2.1	Centre status	Information on alternative locations added.
3	On-demand exams	Additional detail on rescheduling exams added.
4	Internal assessments	New section added
5	Last assessment and certification dates	New section added
6	Additional information for specific types of qualification	New section added

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# 1. Introduction

This guidance explains what to do if emergencies affect any City & Guilds assessments, including dated and on-demand exams. Emergencies are defined in this instance as a serious, unexpected situation that requires immediate action. This document seeks to provide mitigation for any instance where either City & Guilds or affects centres are unable to complete an aspect of the assessment process due to emergency situations.

## 1.1. Examples of emergencies

Situations that are considered as emergencies include (but are not limited to):

- significant damage to centre property (eg fire),
- criminal activity (eg bomb threat),
- severe weather (eg snow, flooding),
- public health incidents (eg flu pandemic).

## 1.2. Responsibilities for centres

Centres must ensure that any dated exam takes place on the scheduled date unless explicitly advised otherwise by a relevant organisation (e.g. police, fire brigade). In instances of emergencies, centres must contact City & Guilds immediately if:

- the exam cannot take place;
- candidates miss an exam.

In emergency situations, the primary concern is the safety of centre staff and candidates.

For internal assessment, there is more flexibility on the date of the assessment. However, some assessment must take place within a set window and some emergencies could have an effect for a prolonged period. The centre should contact City & Guilds immediately if:

- they need to reschedule or change the location of an assessment activity that will be subject to a moderator or EQA visit;
- if there is risk that the deadline for submitting results may be missed.

Where assessments are postponed or rescheduled for candidates, centres must ensure that all live assessment material is stored securely. Where possible, any candidates that are unable to take the assessment must be kept isolated from those candidates who were able to.

## 1.3. Responsibilities for City & Guilds

City & Guilds has a duty to:

- mitigate any adverse effect on candidates; and
- maintain qualification standards.

This means that City & Guilds will take all reasonable steps to mitigate any adverse effect on candidates, but cannot take any action that would affect qualification standards. Where City & Guilds becomes aware of an emergency affecting centres, we will support centres, providing additional and specific instructions.

## 2. Dated Exams

Dated exams **must** be completed on the scheduled date and time. Exams can be sat earlier or later on the scheduled day, providing the requirements of the **JCQ Instructions for Conducting Examinations** are met.

This guidance applies where the exam cannot be sat on the scheduled day due to an emergency situation.

### 2.1. Centre status

If the centre is open and running the exam, but candidates cannot attend, they must be marked absent and entered for the next available exam date.

If the centre is closed and unable to run the exam, the centre must inform City & Guilds. The exam can be held in an alternative location, if this is possible. City & Guilds must be informed where this is the case and the alternative location must meet the minimum published requirements for the assessment to take place securely.

### 2.2. Possible options

The possible options for City & Guilds to take where centres are closed, and are unable to run an exam and cannot source a suitable alternative location are:

- rescheduling the exam for another date (using the same question paper);
- setting up an additional exam date (using a different question paper);
- no action.

#### 2.2.1. Rescheduling the exam for another date

This option is only considered where no-one across all centre cohorts, has been able to sit the exam and so the original question paper has not been used. For example because:

- there is only one centre with entries for the exam;
- all the centres with entries for the exam are closed;
- there is time within the existing exam timetable to reschedule an exam.

In these cases City & Guilds will agree an alternative exam date with the affected centres. All centres will need to sit the exam on the same rescheduled date.

#### 2.2.2. Setting up an additional exam date

This would be considered where:

- some candidates across the cohort have sat the exam; **and**
- the affected candidates would be significantly disadvantaged if an additional exam date was not provided for them.

City & Guilds will schedule the additional date, based on:

- gaps in the existing exam timetable,
- usual centre opening times/dates,
- minimising the possibility and impact of any adverse effect.

**Please note:** the additional date may be after the next scheduled exam date.

### 2.2.3. No action

In some cases it may not be possible to reschedule or set up an additional exam date. In this case, candidates must be entered for the next scheduled exam date.

Once the exam has been rebooked, the original exam can then be cancelled. The centre must email [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com) with the cancellation and credit note request.

## 2.3. Special Consideration

When candidates have missed a **dated** examination due to an emergency situation and the centre is prepared to support an application for special consideration, the centre should contact City & Guilds.

Please remember, special consideration is not available where:

- there is another resit opportunity available to the candidate,
- the candidate has already taken and passed the examination,
- the candidate has not completed all the other required components/units.

Applications should be sent to [policy@cityandguilds.com](mailto:policy@cityandguilds.com).

## 3. On-demand exams

All on-demand exams must be booked for a specific date and time. However, they can be rescheduled for another date. There are restrictions on how far the exam date can be changed. The standard windows are given below:

Type of date change	Paper-based	e-volve
Before	5 working days	10 calendar days
After	5 working days	30 calendar days

Where a different window is set for changes to exam dates for on-demand exams, this will be stated in the relevant qualification and/or assessment documents (for information on the Reformed Functional Skills please refer to section 6.2 on page 5). If the permitted range is not sufficient, the exam must be cancelled and rebooked. Please contact City & Guilds for information on how to do this.

Please note that for paper-based on-demand exams all candidates must sit the exam at the same time.

## **4. Internal assessments**

The following section details the options available to City & Guilds and centre where internal (centre-marked) assessments are affected by emergency situations.

### **4.1. External Quality Assurer (EQA) cannot complete a visit**

If the allocated EQA is unable to visit the centre on the scheduled date, City & Guilds will either:

- reschedule the visit for another date;
- complete a remote monitoring activity instead; or
- arrange for another EQA to complete the visit.

### **4.2. Moderator cannot complete a visit**

If the allocated moderator is unable to visit the centre on the scheduled date, City & Guilds will either:

- arrange for another moderator to complete the visit;
- reschedule the visit for another date;
- complete a remote moderation activity (if possible, depending on the relevant assessment).

If none of these are possible, City & Guilds will consider whether it is possible to complete the moderation process without a visit and what evidence may be required to support this (e.g. audio/video evidence).

### **4.3. Remote assessment**

Whether an assessment can be completed remotely (eg using a webcam) will depend on the specific requirements of the assessments. Centres should check the relevant qualification and/or assessment documentation for this information.

Remote assessment is not permitted for a large number of assessments, for example where supervised conditions are required. City & Guilds must also confirm that an assessment can be taken remotely, so centres should check with City & Guilds before the assessment, if the requirements are not clear. The validity and reliability of candidate results may be impacted where:

- assessments are not completed under the required conditions; or
- authenticity of any work cannot be established.

## 5. Last assessment and certification dates

If candidates are unable to complete a qualification before the last certification date, City & Guilds will consider:

Assessment type	Possible action
Dated exams	Adding an additional exam date.
On-demand exams	Extension to the final exam date.
Internal assessment	Extension to the final results entry or submission date.

City & Guilds will also consider extending the last certification date, if this can be agreed with the relevant regulators and other stakeholders.

## 6. Additional information for specific types of qualification

### 6.1. Technical qualifications

#### 6.1.1. Dated exams

City & Guilds offers two exam series a year, in spring and summer. This allows the candidate to retake the exam, before the end of the academic year, if an emergency affects their ability to take the exam during the first series.

If an additional exam series is required, this will be scheduled in the following academic year.

#### 6.1.2. Synoptic assignments and internal assessments

The centre can apply for a short extension of two weeks to the deadline for submitting results. If a longer extension is required, this may be possible, but would mean the results cannot be guaranteed to be issued on the published date.

If an additional assessment window is required, this will be scheduled in the following academic year.

### 6.2. Reformed Functional Skills

For information on the exams for the Reformed Functional Skills (4748), please refer to the Instructions for conducting examinations for Level 1 and 2 Maths and English. This includes information on the restrictions to changing exam dates, as the requirements for the reformed Functional Skills are different to the standard requirements described in section 3, on page 3.



### **6.3. End-point assessment**

End-point assessments (EPAs) are available on-demand and can be rescheduled. City & Guilds will work with the centre to find an alternative date for the EPA. City & Guilds will also consider the use of alternative locations or remote assessment, where applicable.

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