



# **MORLEY COLLEGE LONDON**

## **Exams Contingency Policy**

<b>POLICY OWNER:</b>	Chief Planning and Data Officer
<b>FINAL APPROVAL BY:</b>	Policy Committee
<b>Policy Category:</b>	Corporate
<b>Approved by Policy Committee:</b>	31 October 2023
<b>Approved by Governing Body:</b>	N/A
<b>Review Date:</b>	31 October 2027



## **7. Implementation of Policy:**

### *7.1. Identification of Potential Disruptions:*

The Senior Leadership Team proactively identifies potential disruptions that may impact the examination process, such as natural disasters, severe weather conditions, power outages, technological failures, and public health emergencies.

### *7.2. Cyber attack*

7.2.1. The College will seek to mitigate the impact of the disruption on exam arrangements.

7.2.2. The College has robust security measures in place to prevent unauthorised access as detailed in the Access Control Policy.

7.2.3. Staff undergo awareness training including phishing campaigns and are regularly communicated with regarding security best practices.

7.2.4. In the event of a cyber-attack, Business Continuity Plan will be utilised. This could include but not limited to the isolation of an area of the network, partial shutdown of some services or complete shutdown due to total loss of data.

### *7.3. Communication Channels:*

The College has established effective communication channels to disseminate information to students and staff in the event of a contingency. These channels include email notifications, College website announcements, social media platforms, and direct communication with relevant stakeholders.

### *7.4. Disaster Recovery Team:*

The Disaster Recovery Team (DRT) is responsible for assessing the situation, making decisions, and implementing appropriate measures to address exam disruptions. The DRT includes representatives from the Senior Leadership Team, The Governing Body, IT services, Management Information Services, and relevant professional services staff.

### *7.5. Student Support and Appeals*

#### *7.5.1. Student Support Services:*

The college shall provide necessary support services to assist students affected by exam disruptions. These services may include academic counselling, mental health support, and guidance on alternative assessment methods.

#### *7.5.2. Appeals Process:*

If students believe that the contingency measures have adversely affected their performance or created an unfair disadvantage, they may submit an appeal following the C

