RESILIENCE AND CONTINGENCY ARRANGEMENTS CHECKLIST

| **Resilience arrangements** |
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| Requirement | Staff responsibility / involvement(e.g. senior leader, exams officer, exams office staff, teaching staff, etc.) | Confirmation requirement met **✓** | Notes (as applicable) |
| Familiar with the regulator’s guidance on ensuring resilience in the qualifications system | RESILIENCE AND CONTINGENCY ARRANGEMENTS CHECKLIST TEMPLATEDelete this text box when the information contained below is understoodThis template is provided as a good practice example **only** and can be customised for use in centres.This checklist details the resilience and contingency measures as set in sections 3.16-3.19 of the JCQ *General Regulations for Approved Centres* publication.Centres engaging in qualifications as set out in section 1.6 of this publication must ensure that these resilience and contingency measures are met.The head of centre/senior leader with overall responsibility for examinations/assessments should confirm completion of/adherence to each area within the checklist.Although an exams officer may support with the compliance of these resilience and contingency measures, it is the responsibility of the head of centre/senior leader with overall responsibility to ensure that their centre is complying with these JCQ regulations and that measures are reviewed and updated on an annual basis.  **How to complete the checklist*** Record the names and/or job titles of those staff with responsibility for/involved in a particular area/process
* **✓** to confirm where a requirement is met
* Record notes (as applicable), for example, to describe how a process works or to insert a link to relevant other documentation or further information
 |  | [Insert, as applicable the link to the relevant jurisdiction’s guidance - (England) [Ofqual](https://www.gov.uk/government/publications/guidance-on-collecting-evidence-of-student-performance-to-ensure-resilience-in-the-qualifications-system) - (Wales) [Qualifications Wales](https://qualificationswales.org/information-support/educators-centres/information-for-centres/guidance-contingency-plans-to-enable-you-to-run-your-exam-series-smoothly/) - (Northern Ireland) [CCEA Regulation](https://ccea.org.uk/downloads/docs/regulation-asset/Information%20for%20Awarding%20Organisations/Resilience%20Guidance%20for%20General%20Qualifications%20-%20June%202024.pdf)] |
| A process is in place for gathering evidence of candidate performance in line with the published guidance |  |  |  |

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| **Contingency arrangements** |
| Requirement | Staff responsibility / involvement(e.g. senior leader, exams officer, exams office staff, teaching staff, etc.) | Confirmation requirement met **✓** | Notes (as applicable) |
| At least one senior member of staff (senior designated contact) is available to manage emergency requests from awarding bodies that are results related during the summer holidays |  |  |  |
| Candidates’ work is backed-up and consideration has been given to the contingency of candidates’ work being backed-up on two separate devices, including one off-site back-up |  |  |  |
| Appropriate security arrangements are in place which protect candidates’ work in the event of IT system corruption and cyber-attacks |  |  |  |
| A written, up to date, contingency plan is in place which covers all aspects of examination/assessment administration and delivery |  |  |  |
| Robust contingency arrangements are in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates |  |  |  |
| The plan covers multiple scenarios, including the following: |
| * The absence of the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo/ALNCo, examinations officer or any other key staff essential to the examination process at a critical stage of the examination cycle
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| * The potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
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| * Potential issues with the centre’s IT systems
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| * The identification of an alternative site if examinations cannot be conducted at the registered address [**Note** and **delete** when understood: Larger centres may require more than one potential alternative site or different sites for different Year Groups]
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