

## **Disruption to Examinations due to either Local, National, or International incidents.**

Adverse events such as bad weather, natural disasters, pandemics, or civil unrest may prevent centres from being able to open for examinations or candidates being able to attend to take their examinations. In these circumstances the safety of all involved is paramount, there is further advice for centres on the web page [What schools, colleges and other centres should do if exams or other assessments are seriously disrupted - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-schools-colleges-and-other-centres-should-do-if-exams-or-other-assessments-are-seriously-disrupted)

### **Special consideration for students whose performance is affected by an event outside of their control**

If a teacher is satisfied that a student's performance in one or more of the assessments was affected by an event that was outside of the student's control at the time of, or immediately before, the assessment, such as illness, family bereavement or adverse events, the teacher should mark the assessment as normal but record the issues so that these could be taken into account when determining a grade, should that be necessary.

Centres should make sure students know they need to tell their teachers before, or immediately after, the assessment of any events outside of their control that might have affected their performance in an assessment.

### **Types of Assessment**

#### **A) National examinations**

These examinations are set in exam series and are at the same date and time for every learner. For these examinations it is not possible to reschedule. This is because the integrity of the examination system relies on the examination being sat at the same time for all learners. Disruption to this may lead to malpractice.

If learners are not able to sit an exam due to adverse circumstances then the centre should follow the special consideration policy. <https://www.aim-group.org.uk/qualifications/centres/policies-and-procedures/> Centres must note that where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, or in the case of qualifications that confer a Licence to Practise, it may not be possible to apply special consideration

Requests for special consideration must be submitted using the Special Consideration Form as soon as possible and no later than 5 working days after the assessment. The AIM policy and process can be found here: <https://www.aim-group.org.uk/qualifications/centres/policies-and-procedures/>

#### **B) On Demand Assessment**

These are examinations where a centre can organise a date to suit the learners and centre. These are usually on screen or online assessments which use multiple choice or short answer response questions. Many of these assessments are proctored examinations which means a learner does not have to attend the centre to take the test. For on-demand assessments it will usually be more appropriate to offer the learner an opportunity to take the assessment at a later date.

Examinations which allow the learner to apply for industry accreditation or are health and safety examinations are not appropriate for special considerations.

### **C) Internal Assessment**

This is assessment which is marked internally by the centre. Typically work will be by completion of a portfolio made up of different assessments. If learners are unable to take this type of assessment this can usually be managed by providing affected learners with a new deadline considering your centre policies. If there are issues which do not allow this to happen, for example the learner is unable to submit their work prior to an end of certification date, or the assessment is related to seasonal events for example a growing season in horticulture, then please submit a special consideration form. Similarly, if a learner or group of learners have lost coursework relating to adverse events such as a fire or cyber-attack or other such events outside of a learner's control, please also use the special consideration form.

Special considerations will be taken on a case-by-case basis. If there is a significant issue affecting the whole country further instructions will be released.

If you have any queries, please contact AIM on

Telephone: 0844 2253377 Email: [enquiries@aimgroup.org.uk](mailto:enquiries@aimgroup.org.uk)