



# **EDUCATIONAL CONTINGENCY POLICY**

## **2025 - 2027**

<b>APPROVED/ENDORSED</b>	<b>15/04/2025</b>
<b>NEXT REVIEW</b>	<b>14/04/2027</b>

## **BCA POLICY STATEMENT**

This policy has been written by **BRITISH CAMPUS- ALGERIA**, and is committed to ensure a consistent and effective response in the event of major disruptions that affect either directly or indirectly our students' interests. It also reflects our responsibilities and our obligations- 'Contingency in Place, Learning is the Base & on Pace'. Potential risk/s or emergency/ies, as well as unfortunate circumstances might arise any time and affect the delivery of learning, examinations and day to day school's operations; hence, forward planning is a must and helps us to better and effectively deal with such events. BCA will ensure that all its stakeholders are familiar with the policy, procedures, guidelines and steps to be followed, and in case of serious occurrences; BCA will inform the appropriate Pearson offices and seek for support. This policy includes all kinds of disruptions, no matter what their natures are. All in all, this policy is all about implementing all its measures, and sustain quality of education; while protecting the health and well-being of all.

### **AT BCA, WE DEFINE**

**CONTINGENCY:** Is an event that we cannot be sure if it will happen or not, or a possible future event or condition arising from either known or unknown causes. BCA has the right and full responsibility and accountability to activate this policy during unexpected situations and conditions.

### **AT BCA, WE BELIEVE**

This contingency policy is flexible and subject to change based on guidance from Pearson, BCA Board of Governors, as well as private and public Algerian local/designated authorities. BCA has designed this contingency policy outlining response to diverse emergencies, including health crises, natural disasters, as well as any other significant disruptions. We also believe that the success of this policy is simply a collective responsibility, where every stakeholder has his/her full obligation to plan and execute all the described steps below. This policy must be reviewed on an annual-basis, and be amended every two years.

## **BCA OBJECTIVES & COMMITMENT**

We aim:

- That in the case of any kind of unexpected or unfortunate incident to Pearson's programs and exams, learning, testing, certification... well-planned steps and arrangements are always in place
- To manage efficiently any impact on our Pearson students' interests
- To always sustain and keep Pearson's programs on task
- To fully protect BCA students' academic and non-academic positive outcomes
- Promote a culture of contingency, and positive mindsets to all stakeholders

## **BCA CONTINGENCY POLICY ACTIVATION/CIRCUMSTANCES**

- Public health outbreak (Viruses, epidemics, COVID....)
- Cancellation or delays of Persons exams' deliveries
- International flights disruptions and shipping systems
- Extreme weather conditions or natural disasters (Earthquake, floods, tsunami...)
- Important interruption of any component of the entire or partially infrastructure system (Transportation system, basics, water, electricity...)
- Serious incidents or accidents that have an impact of BCA students and staff (Road's damage, pipes' bursts...)
- Either internal or external security and safety threats

## **OVERALL PROCEDURES**

- Identify and share all affected emergency's activities
- Notify Pearson, stakeholders; as well as local public and private entities
- Officially declare the emergency to all, communication the steps and decision/s
- Facilitate and share all contingency protocols regarding alternatives for testing, learning...
- Plan all communication means that are reachable to all
- Design easy and friendly templates
- Plan a special and temporary chart that is followable, and include roles, responsibilities, targets...
- Provide a general log, implement and monitor its progress
- Officially brief all stakeholders about the outcome of the emergency, and plan better for next time by requesting feedback and areas for improvement
- Prepare all the needed resources and tools; and ensure a back-up plan; if needed
- Plan all school's routine activities in a much friendlier and easier format such as attendance, photocopying, facilities, logs...

- Include all stakeholders' basic needs, and includes food, drinks...
- Conduct mock emergency's drills, risk-assessment and visual audits/inspections to raise the level of readiness

## **BCA PURPOSE, SCOPE & RESPONSIBILITIES**

BCA Contingency Policy includes all stakeholders and applies to all students, parents, staff, community, guests/visitors...

Its main purposes are, but not limited to:

- Minimize, if not fully eradicate the impact of BCA academic matters
- Ensure the full learning continuity
- Protect our students' interests and move forward with Pearson curriculum, assessment, programs....
- Maintain Pearson's integrity despite the unforeseen circumstances/situations

### **This policy covers**

- Roles & responsibilities of all BCA stakeholders
- Contingency circumstances & situations
- Measures that must be in place
- All stakeholders' involvement & engagement
- Contingency campaigns' awareness

### **This policy includes**

- Necessary steps and actions
- Full students' learning assurance
- Effective 2-way communication for better collective responsibility & accountability
- BCA cooperation with local public and private authorities

### **BCA Stakeholders' Roles & Responsibilities**

**Executive management** is fully responsible and accountable for:

- Immediate reporting to Pearson in any disruptive case/s
- Designing, implementing and reviewing BCA contingency policy
- Promoting a culture of 'What if, then what?'
- Planning and delivering all preventive and corrective measures in any situation
- Communicating with all stakeholders
- Ensuring not only that the plans are in place, but allocated resources are available
- Making final decisions in all contingency's cases
- Providing all necessary resources and tools for all parties

- Adapt and create approval, endorsement easier procedures that lead to immediate action/s and better outcome/s
- Ensure and provide funding for contingency plans
- Design, implement and monitor all necessary training sessions to all parties

### **Special Contingency Committee**

- Review and update, when necessary, BCA contingency policy
- Design and conduct drills according to the calendar
- Provide necessary training sessions for students and staff
- Plan different scenarios for different situations, and includes exams' interruptions, shipping, students' attendance quality...
- Regularly update BCA executive team about any change, challenge. Concern...
- Coordinate with both Algerian public and private entities, and includes the Ministry of Education, Internet providers, emergency services, transportation organizations...

### **Students**

- Always keep a positive mindset to learning and in any situation
- Embrace learning contingency plans, and with a pro-active attitude
- Report to BCA any difficulties, challenges that refrain or slow the learning process
- Maintain a pro-active and a cooperative attitude once the contingency plan has been activated
- Follow all the guidelines instructed by BCA, and support in any capacity that is authorized by the executive management

### **Parents/Guardians**

- Be involved, engaged and cooperative with BCA with its contingency plan
- Support and guide student's learning at home, when needed; especially in case of remote testing or learning
- Assure that no parent is left behind by confirming his/her name on the official school's lists
- Share and support BCA with any expertise that any parent might have
- Report any concern, business or solutions to BCA, when needed

## **IT Department**

- Continuously ensure the continuity and functionality of all online platforms, in case of any face-to-face disruptions (exams, teaching...)
- Consistentlt assure the quality and immediate technical support
- Maximize the readiness level, while executing an existent IT contingency plan
- Mentor, coach, train all relevant staff regarding the usage of all online platforms, including exams' administration, lessons-delivery, curriculum online resources...
- Adhere to BCA Data Protection Policy
- Equip IT Department staff with collaboration, flexibility and adjustment to any school academic calendar, timings

## **Academic Staff**

- Be professionally and mentally prepared to alternative to testing and learning
- Request all needed resources or tools that will facilitate the contingency plan's success
- Maintain a positive and effective communication channel with all involved parties
- Be flexible, ready, adapt and adopt all different available mode of testing and learning (Face to face, online, hybrid, paper-based...)
- Continuously monitor all students' progress and achievement during any kind of disruption
- Pre-Plan, design and communicate in each academic department/unit a local contingency plan that is realistic and feasible
- Execute any additional academic activities that is directly instructed by the management

### **Administrative/Support Staff**

- Ensure that a human resource plan that is in place, in case of an extra need of human capital and includes substitute staffing, reassignment of duties, extra helping and temporary staff...
- Assure that exams' center, facilities, classrooms, shelters, building are safe and operational
- Plan and monitor the maximum availability of physical space/s, shipping providers, exams' distribution corners...needed in case of emergency
- Plan and execute all transportation means for all students to attend in time all their exams, lessons....
- Design and plan alternatives routes, schedules... for all students, so no one will miss his/her exam, lesson....
- Ensure the easy access to the Internet in case of hybrid testing, learning...
- Plan all kinds of effective communication channels to all students

### **SEL/Social & Emotional Learning Team (Counselor, Support...)**

- Guide and continuously support all students during the contingency plan's activation by delivering awareness campaigns, emotional and psychological support, guidance...
- Ensure that resources are adequate for all, and especially for those 'needy' students
- Communicate, refer, collaborate and cooperate with all external agencies, whenever necessary
- Deliver special and short sessions to all students before official exams, learning sessions and make sure that the readiness level is at its peak

### **EXAMS' DISRUPTIONS**

- Immediately and without delay inform Pearson with the main reason/s and the actual plan and decision/s. It includes in the case of exams' center closure, partial opening, alternative schedule/s...
- Accept positively any feedback, if given; and move forward with all recommendation/s
- List all alternative testing accredited and recommended centers by Pearson within the vicinity
- Exams' disruption/s must be well prepared and planned as part of the center's emergency role
- Prepare and support all candidates for all examinations by all means
- Provide all exams' administration's modes and includes online, face to face, hybrid, paper-based, locations' change...

- Always and continuously monitor the utmost security of all exams, and improve conditions; whenever needed
- Liaising with relevant Pearson authority during all emergency stages (Pre, while and post)

## **EXAMS' EMERGENCY & DECISION-MAKING**

- There could be several factors in the event of any kind of disruption to BCA Exams' Center, and the impact could be direct or indirect. At BCA, an emergency alert is triggered when any kind of disruption to Pearson's exams affects our students' interests, Pearson's integrity and the validity of these tests. It includes but not limited to shipping, transportation, security, facilities, buildings, natural disaster, outbreaks...issues
- We assess both the administration and continuity of these exams based on exams' timings, delays, safety, validity, risks, and we take immediate and appropriate measures based on this policy
- In case of all candidates or a part of them are affected, we will contact Pearson for advice and available alternatives; then we move forward. The worst-case scenario, BCA will apply to Pearson for a SC/Special Consideration.

## CONTINGENCY CASES, CRITERIA & ACTION/S

*Here is a comprehensive list of possible contingency cases within BCA context and location*

CASE	CRITERIA	ACTION
Disturbance in displaying or distributing exams'	In any case where tests' contents are not clearly displayed clearly, and either online or paper-based	<p>*Seek for appropriate options, without jeopardizing the process</p> <p>* Record exams' delay until the issue is solved, and re-adjust timing and schedule</p> <p>*Postpone until both new hard or soft copies are secured</p>
Internal emergency (Building safety, logistics issue, lack of quantity, physical disruption, natural disaster...)	In case of students cannot sit for exams	*Management makes the decision, and seeks support from Pearson, and identify a more secure exams' center within the vicinity
Shipping, transportation, unexpected delays, no results, strikes...	Serious delays in either collecting or delivering, sending exams' papers	<p>*Management coordinates with the involved parties, plan, reschedule or simply find other workable solutions.</p> <p>*Management makes sure that even other options are available, they must ensure new storages' facilities</p>
Staff Issues: Under-staffing, medical leave, unexpected absenteeism (Teachers, Invigilators...)	Involved exams' committee member/s unexpected absenteeism, for different reasons, unforeseen transportation issue, road incidents...	<p>*Management triggers the contingency plan, as per training, conducts briefings; and exams thereafter</p> <p>*Proceed with contingency covers' lists, replacements...</p>

		*Management seeks temporary/replacement from external agencies; if needed
IT infrastructure	In case of unavailability of internet, disruption, access points' weaknesses, weak signals, external infrastructure failure...	*Management activates face to face and paper-based exams, by using all the planned activities such as schedules, rooms, printers, seating maps, invigilators...  *Also, management can activate the planned hybrid model within the timeline, just in case the IT infrastructure has been restored w
School's logistics, facilities, infrastructure	In case of lack of exams' rooms, venues, CCTV, desks, chairs, air conditioners/heaters, ventilation, electricity...	*Management plans and executes the alternative plan, and must ensure either internally or externally that everything is in place and before this type of contingency occurs. It includes identifying and securing extra resources, rooms, generator/s, heaters, chairs
Unforeseen school's closure due to external public entities	Students will not be able to sit exams, as BCA has to close during those days assigned by the official local authorities	*Management informs Pearson, and shares alternative/s. Then, execute the approved Pearson plan  *Management communicates all the changes to all stakeholders, and promote a mindset of patience, teamwork, perseverance and target/s-meeting

Disruption in daily teaching and learning	Students cannot attend regular classes, and will affect both curriculum progression and assessment due to serious incident in the school or nearby, safety precautions, roads' damage, natural disaster....	<p>*Management executes all planned options and includes online learning, temporary classes safe relocation, adjusting the academic calendar...</p> <p>*Management works closely with all stakeholder to make this kind of contingency successful</p>
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### BCA ANCILLARY MEASURES

Further measures might be included and all depends of the severity or nature of the contingency; as well as the frequency. It includes:

- Pre-plan preventive measures and refrain from depending only on the corrective side
- Periodically spot-check all the infrastructure's conditions
- Run dry trials or mock situations
- Test the quality of communication and ensure that it is effective
- Conduct occasionally refresher sessions to all stakeholders to maintain the contingency mindset
- Test and improve the contingency stakeholders' readiness
- Assure that all contingency tools such IT resources, facilities, remote learning, access points, internet connectivity... are always in place
- Finalize a VIP/Very Important list of top and needed local public and private entities, I case of external support
- Plan alternative academic exams' calendars, and use them once this policy is activated
- Finalize extra list of human resources either internally or externally

## **APPROVAL & REVIEW**

BCA is professionally committed to continuously protect, plan and execute this policy, ensure compliance from all BCA parties, and make positive changes; whenever necessary, as well as involving and engaging all relevant laws, governmental regulations or legislation. This policy will be reviewed and evaluated every two years, and within the frameworks of BCA. At BCA, we support the practice of conducting quarterly audits to evaluate the level of compliance, strengths, and identify areas for improvement. Once completed, then a feasible plan of action with fixed targets can be designed, implemented and monitored continuously.

This policy has been approved and endorsed by BCA leadership, and endorsed by BCA Board of Trustees. We highly expect all BCA stakeholders to adhere to its provisions, honor its terms, contribute to their utmost; work as a team; and make this policy a great success