



# ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

## Contingency Plan

### **Disruption to Assessments and Examinations**

The AHPO assessor must follow AHPO guidelines for the provision of assessments and examinations. The assessor is responsible for arranging the time and place for examinations and assessments with the trainee and the trainee's line manager. If these arrangements breakdown for any reason, all parties must be notified immediately by email and/or text message, and the assessor will make rearrangements as soon as possible for the examination and/or assessment.

If there are ongoing difficulties with arrangements for examinations and assessments, whether attributable to the trainee, workplace or assessor, the AHPO examinations officer must be informed and the matter will be dealt with by the Chair of the AHPO Examinations Committee.

### **Disruption in the distribution of examination papers**

The AHPO assessor will inform the AHPO examinations officer when students are due to sit examinations and will be informed that the examination papers (in electronic form) will be available. If there is a disruption to the distribution of examination papers in advance of examinations, the examinations officer will inform the assessor, and can fax examination papers to the assessor if electronic transfer is not possible.

The examinations officer will ensure that examination papers are received, made and stored under secure conditions.

### **Candidates unable to take examinations because of a crisis**

If candidates are unable to attend the examination or assessment as normal, the candidate can apply to AHPO for special consideration. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they will be informed that special consideration rules will not apply.

Please refer to AHPO guidance on Special Consideration

### **Disruption to the transportation of completed examination papers**

Examinations will be taken and marked with the eportfolio. If there is any disruption in electronic communication AHPO will take immediate steps to resolve the problem.

### **Assessment evidence is not available to be marked**

If large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked, AHPO will generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement. The candidates can then retake affected assessments at a subsequent assessment window.

**AHPO is unable to distribute results as normal**

If AHPO is unable to access or manage the distribution of results to candidates, or to facilitate post results services, arrangements will be made to access results at an alternative site.

**OFQUAL Reference**

This policy relates to the Oqual criteria for recognition: *A.6 Contingency Plan*