



Budapest British International Academy

BBIA Contingency and Adverse Effects Policy

Aim:

- That in the event of any disruption to delivery, assessment and certification of Pearson programmes, contingency arrangements are in place to manage adverse effects
- To protect learners' interest to the highest possible extent
- To strive to always maintain the integrity of Pearson programmes

In order to accomplish the above, BBIA will:

- Promote a culture of contingency planning in all processes
- Ensure any contingencies that may affect students are determined
- Ensure all arrangements are in place to deal with such contingencies
- Ensure BBIA faculty and staff are fully aware of contingency arrangements so that their course of action is appropriate and consistent
- Evaluate the appropriateness of contingency arrangements
- Regularly and thoroughly update contingency arrangements
- Promptly report to Pearson any notable disruptions which may impact safe certification
- Notify Pearson of any issues which might put at risk the school's ability to meet Pearson's centre approval criteria
- Assume all steps necessary to protect students' interests in case of withdrawal of centre approval

CONTINGENCY	PREPARATION	RESPONSE
Facility inaccessible or closed for any reason	Be ready to hold the event at another location and make necessary preparations	Reschedule event at a comparable facility and inform everyone involved in a timely manner
Network failure	Require that the facility provides two separate Wi-Fi networks	Switch to second network
Disaster or severe weather	Include the right to cancel the event with limited refund in case of disaster or severe weather	Communicate cancellation in a timely manner
Power outage	Have back-up power generator in place	Switch to power generator

This policy will be reviewed every 12 months by BBIA Senior Management Team.