

# GQ International Contingency Guidance document

Summer 2023 Series:  
International GCSE  
International Advanced Subsidiary  
International Advanced Level

## Introduction

This document is intended to outline the options available to international centres in circumstances where it is not possible for public examinations to be held. At Pearson, we are committed to providing a framework which, where possible, will provide centres with a pathway for learners due to the continuing impact of COVID-19 across the world.

These arrangements may also be made available to centres experiencing unexpected scenarios other than the impact of COVID-19. Please note that all access to contingency arrangements is subject to approval by Pearson and that we may recommend alternative routes depending on specific situations.

At Pearson, it remains our position that public examinations, and any other form of assessment include in the Specification and assessment model of the qualification, remain the fairest method for candidates to obtain assessment outcomes and that recourse to a contingency arrangement should only be considered where other options cannot be applied.

This guidance will provide an overview of the circumstances that would allow centres to apply for contingency processes for their candidates, in addition to outlining where other existing provisions would be more appropriate for candidates. This document also includes information on the process that centres will need to follow if approved for International Contingency, in addition to deadlines for key activities. Deadlines will be noted at the end of each section and have been collated into one list at the end of this document for your reference.

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## Eligibility Criteria for International Contingency Provision

Our International Contingency provision is available **only** to centres located outside the UK following International A-Level or International GCSE specifications.

International centres delivering UK-regulated qualifications should contact their local Pearson representatives in the first instance for guidance if they are experiencing circumstances that might prevent them from delivering public examinations for candidates.

A centre that meets the conditions above would be able to apply for International Contingency consideration under the following circumstances:

- Restrictions on school activities imposed at a national, regional or local level due to the continued impact of COVID-19 that make it impossible for centres to conduct examinations.
- Suspension of examinations due to a significant incident that may include warfare or civil or social unrest.

In all cases, it will be necessary for Pearson to verify circumstances. Our representatives will work with individual centres and, where necessary, local and national government officials, to understand the impact of the situation. Please be aware that we may need to ask for additional information from centres when reviewing your request.

Where the circumstances described above apply, centres will also need to fulfil specific Eligibility Criteria. These are detailed below.

Criteria	Eligibility status
1. Candidates at your centre have <b>no banked results from previously completed units</b> for their programme of study and are <b>not seeking certification in summer 2023 (see below)</b> .	Candidates are <b>not</b> eligible for contingency provision ( <b>see below for exceptions</b> ). Centres should make entries for these candidates in <b>the next available series opportunity</b> .
2. Candidates at your centre are engaged on a programme of study and <b>already have banked results from previously units</b> .	Candidates are <b>not</b> eligible for contingency provision. <b>Special consideration arrangements</b> will apply here, and centres should apply for these in the normal manner.
3. Candidates at your centre are engaged on a programme of study and the following applies: <ul style="list-style-type: none"><li>- They have no banked results from previously completed units;</li><li>- It is not possible for them to sit examinations at an alternative education examination site;</li><li>- They require certification in the summer series.</li></ul>	Centres may apply to Pearson for contingency provision for their candidates <b>where all three factors apply</b> .

**Note on Criteria 1:** Please note that this does **not** apply to candidates requiring certification for the purposes of iAS. These candidates will be considered applicable under Criteria 3 and centres should apply for access to the International Contingency provision for these students where necessary.

Individual centres are eligible to apply for International Contingency provision based on their specific circumstances, but we cannot provide International Contingency provision for individual students. For circumstances impacting the experience of individual students, centres may apply for Special Consideration or request to move candidate registrations to a subsequent series as appropriate. Please see our website for further guidance on [Special Considerations](#) and [candidate transfers](#).

## Applying for access to International Contingency Provision

Pearson understands that centres in regions potentially impacted by adverse circumstances will want to plan for potential contingency access as soon as possible. It is important that centres **do not cancel candidate entries** even if they are seeking to apply for contingency provision.

We recognise that it will be difficult for centres to determine in advance whether they will need to apply for International Contingency provision or take other routes such as transferring candidates or applying for Special Consideration.

To ensure the best interests of students, we will allow an application to be made for International Contingency provision at any point up to the start of the examination impacted by a centre closure. In the first instance, Examination Officers should notify their local Pearson representative of their situation and complete our International Contingency Request Form.

The table below indicates the course of action that centres should take to apply for International Contingency provision in the two possible scenarios that they may face, with key differences highlighted in blue. **In all cases, it is important to make Pearson aware as soon as it becomes clear that there is an issue that might impact examination delivery.**

<b>Scenario 1:</b> Actions to be taken when an issue is experienced at any point up to <b>one week</b> before the examination	<b>Scenario 2:</b> Actions to be taken when an issue is experienced at any point either <b>less than one day before or on the day of the examination.</b>
<b>Step 1:</b> Inform your local Pearson representative immediately.	<b>Step 1:</b> Inform your local Pearson representative and <b>email our International Contingency mailbox.</b>
<b>Step 2:</b> Complete the <b>International Contingency Provision Request Form</b> and email this to our International Contingency mailbox.	<b>Step 2:</b> Complete the <b>International Contingency Provision Request Form</b> and email this to our international contingency mailbox.
<b>Step 3:</b> Ensure that portfolios of evidence are ready for upload to our Learner Work Transfer system, but <b>these should not be uploaded yet.</b>	<b>Step 3:</b> Ensure that portfolios of evidence are ready for upload to our Learner Work Transfer system, but <b>these should not be uploaded yet.</b>
<b>Step 4:</b> Pearson will contact you as quickly as possible, and <b>no longer than two working days</b> after submission of the request form, to confirm whether the request for International Contingency provision has been accepted.	<b>Step 4:</b> <b>Pearson will prioritise confirmation of International Contingency provision, or a more appropriate alternative route, as soon as possible. We will aim to confirm your status within 24 hours of receiving your request.</b>
<b>Step 5:</b> Upload candidate materials to LWT using the instructions sent to you by Pearson, or alternatively follow the instructions provided if another option has been determined to be more appropriate for your candidates.	<b>Step 5:</b> Upload candidate materials to LWT using the instructions sent to you by Pearson, or alternatively follow the instructions provided if another option has been determined to be more appropriate for your candidates.

## Important points to note about your application:

- The International Contingency Request Form will be made available on our website in advance of the exam series. **For your convenience, we recommend downloading this as soon as it becomes available.**
- All access to International Contingency provision must be approved **before** any evidence is sent to Pearson.
- Pearson **cannot** accept a request for access to International Contingency provision if it is made **after** an examination has been held.
- Request forms must be received **prior** to an examination, unless the circumstances leading to a centre closure have occurred within 24 hours prior to the start of the examination. In this case, the form should follow as soon as possible but you will still need to ensure that we have been made aware either by email or by speaking to your regional representative **prior to the examination.**
- You should not submit a request for International Contingency provision if a centre closure has taken place **during an examination and led to its interruption.** Please contact your local representative as soon as possible if this has occurred and they will be able to advise you on the correct course of action.

## Key deadlines:

Pearson will publish the International Contingency Request Form template – 23.01.23  
Centre deadline for requesting candidate transfers – 21.03.23

## Creating Portfolios of Evidence

When a centre is approved for access to International Contingency provision, it will become necessary for teachers to compile and submit a **portfolio of evidence** consisting of a complete set of past papers for each student. This will be used to award grades to students.

Evidence should be collected under exam conditions wherever possible. Pearson will mark and grade the evidence. This will ensure that students are not disadvantaged regardless of whether they sit examinations or not and reflects a common approach with other international qualifications.

Teachers should compile one set of past papers (for example, Paper 1 and Paper 2 if a specification is made up of 2 papers). This should consist of materials that have not already been sat by learners.

Where possible, teachers should aim to use full past papers for portfolios of evidence. However, we understand that this may not always be possible because of the interruption of teaching and learning time due to the continuing impact of COVID-19. In such circumstances, it is acceptable to compile assessments using materials from across different past papers.

To assist teachers in compiling portfolios, Pearson is compiling Contingency Material Packs for each qualification, and these will be published on secure pages on our website in January 2023. These will help teachers select evidence that reflects performance across a wide range of content and skills.

Teachers should **not create their own assessments for this purpose** unless there is a specific concern that the experience of the students in their cohort has been disrupted to such an extent that a more bespoke approach is required. If this is the case, centres must contact Pearson at [internationalcontingency@pearson.com](mailto:internationalcontingency@pearson.com) to agree this **in advance of compiling and submitting portfolios**.

For more detail regarding the **portfolios of evidence**, please see the [FAQ section](#) below.

### [Key deadlines:](#)

Pearson will publish Contingency Material Packs – 23.01.23

Centre deadline to upload **portfolios of evidence** - 16.06.23



## Submitting Portfolios of Evidence

We will be using our Learner Work Transfer (LWT) system for the upload of candidate portfolios of evidence.

LWT is a portal that allows users to securely transfer digital evidence required for assessment to Pearson Associates. This represents a change from previous series, where secure OneDrive folder links were used. The provision of LWT for this purpose will provide centres with a secure and more streamlined method to upload portfolios of evidence.

There is comprehensive guidance on our website regarding [how to use LWT](#). We strongly recommend that centres consult the guidance materials available if they are unfamiliar with LWT. If you have any questions regarding the portal, please contact us via our [contact us page](#) for further support.

Further guidance on the process for using LWT to upload portfolios of evidence will be provided to centres upon approval of a request for International Contingency provision.

## Results & Post Results Services

Results will be issued to candidates as usual on our published results days, as shown below.

We will write to you separately with details of Post Results Services.

## Key Events & Deadlines

Key events and deadlines are included below:

- 23.01.23: Pearson will publish the International Contingency Request Form and Contingency Material Packs
- 23.03.23: Deadline for centres to make candidate transfers
- 01.05.23: Pearson will begin sending folder links for centres to upload candidate evidence where access has been approved
- 12.06.23: This is the latest date by which centres will receive links to upload candidate evidence
- 16.06.23: Deadline for centres to upload evidence to candidate folders (please contact us if you anticipate issues in meeting this deadline)
- 05.07.23: Deadline to submit requests for special consideration (this should be completed in the standard manner; please do not send these requests to the International Contingency mailbox)
- 16.08.23: Results day for centres for **International A-Level** – grades for candidates following the contingency process route will be available via Edexcel Online
- 17.08.22: Results day for candidates for **International A-Level**
- 23.08.23: Results day for centres for **International GCSE** – grades for candidates following the contingency process route will be available via Edexcel Online
- 24.08.22: Results day for candidates for **International GCSE**

We will write to you separately with details of Post Results Services and the deadlines for these services.

## Frequently Asked Questions

**Q: How much evidence does each subject need to submit? Do I need to submit evidence other than the exam?**

**A:** One set of past papers (for example, Paper 1 and Paper 2 if a specification is made up of 2 papers) that has not previously been sat by learners should be identified and sat and would be part of the portfolio submitted.

Students should only be assessed on content they have been taught. Teachers should compile evidence that reflects performance across a wide range of content, similar to that on which they would have been expected to have been assessed in their October 2022 exams, and across the assessment objectives for the qualification.

Past papers should be used, in full or part, where appropriate. If required (for example, because all previous past papers have already been used), teachers may combine different past papers (for example, Paper 1 from June 2019 and Paper 2 from June 2018) or combine questions from past papers in order to generate a 'new' assessment for students.

To assist in this process, Pearson will make available Contingency Material Packs (CMPs). Where circumstances have not allowed for students to sit full past papers, teachers may use CMPs to help them compile portfolios of evidence that reflect the content and skills that have been covered.

In all cases, teachers should submit a cover sheet to clearly indicate the evidence that has been used. This cover sheet will be provided by Pearson. **Teachers should not create their own materials without first confirming this with Pearson.**

Please contact [internationalcontingency@pearson.com](mailto:internationalcontingency@pearson.com) if you are unsure whether the evidence you plan to compile is appropriate for this purpose.

**Q: Should we use full past papers if possible?**

**A:** Yes, *where possible*. We recommend using full past papers if you can because this will give students a more consistent and comparable experience. However, materials can be varied as described above if this is more appropriate to the students' experience/circumstances.

**Q: Why can't I create my own materials?**

**A:** The overriding aim of the contingency provision is to ensure that students receive the fairest outcome. Portfolios of evidence will be graded by Pearson examiners, meaning that use of Pearson materials is the most appropriate course of action.

To make it more convenient to select appropriate materials for your students, Pearson will provide CMPs to help teachers select materials for each section of the assessment with ease. Please contact us for guidance if you have difficulties in selecting appropriate materials to prepare portfolios of evidence.

**Q: When do we need to submit evidence?**

A: The deadline to submit your portfolio of evidence is 16 June. If you are having difficulty in making this date, then please contact us via [internationalcontingency@pearson.com](mailto:internationalcontingency@pearson.com)

**Q: What happens if I have to request International Contingency provision at short notice?**

A: Please consult Scenario 2 [above](#). Where provision has been agreed less than 1 week prior to the exam, our UK-based team will work with you to agree a deadline for the submission of portfolios of evidence. Pearson understands that centre circumstances may present challenges in uploading this evidence promptly and we will support you in any way we can.

**Q: How will centres upload evidence to Pearson?**

A: See the relevant section [above](#).

**Q: Should candidate work in the Portfolio of Evidence be marked or unmarked?**

A: Student work may be marked or unmarked. If work is marked, the annotation should not be such that it hinders Pearson Edexcel examiners from conducting their marking.

**Q: Which grade boundaries will Pearson use when awarding grades with an evidence-based approach?**

A: Ofqual will provide guidance on the approach to awarding in 2023. Pearson will be applying this guidance to the grading of international qualifications, in line with our approach to contingency arrangements for the summer 2022 series. We will write to you with further information about this.

**Q: What happens if I have been unable to generate any evidence for my particular subject?**

A: We will be treating this on a case-by-case basis; we would ask that you contact us in the first instance if you are facing difficulties in gathering evidence for any students.

**Q: I am a private candidate. Does this apply to me?**

A: Pearson is committed to providing routes for private candidates. You should seek registration at an appropriate centre as per the guidance on our [website](#). If you are located in a region impacted by the circumstances outlined in this document, we recommend that you seek registration at an alternative centre if possible.

If this is not possible, and you cannot attend your centre for your examination, you may be eligible for contingency provision if your centre meets the eligibility criteria outlined [above](#). In this instance, the centre that has registered you should apply for consideration for International Contingency provision in the same manner as outlined [above](#).