NIBRAS
WORLD VIRTUAL SCHOOL

# Nibras - World Virtual School

## Contingency & Teach-Out Plan

**(Force Majeure & Academic Continuity)**

Powered by:

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# Contingency & Teach-Out Plan (Force Majeure & Academic Continuity)

**1. Policy Statement**

Nibras – World Virtual School is committed to protecting students' academic progression and ensuring fair, timely, and effective completion of programmes in the event of force majeure or significant disruption. This Contingency & Teach-Out Plan sets out the academic, operational, and assessment arrangements that will be implemented to safeguard learning continuity, uphold academic standards, and ensure students are not disadvantaged.

**2. Purpose**

This Plan aims to:

- Ensure enrolled students can complete their programmes of study
- Maintain the integrity and validity of assessments
- Protect students' earned progress and credits
- Provide clear, fair, and transparent teach-out arrangements
- Support compliance with awarding body and accreditation requirements

**3. Scope**

This Plan applies to:

- All students enrolled in programmes delivered by the School
- All academic, assessment, and support staff
- All virtual learning, assessment, and administrative systems
- All programmes delivered fully online, including asynchronous delivery

**4. Definition of Force Majeure**

Force majeure events include, but are not limited to:

- Prolonged digital platform or infrastructure failure
- Cybersecurity incidents or data loss
- Public health emergencies or widespread illness
- Government restrictions or external regulatory actions
- Loss of critical third-party service providers
- Any event beyond the School's reasonable control that materially disrupts delivery

**5. Governance & Activation**

**5.1 Authority to Activate**

This Plan shall be activated by **Managers and Supervisors** following risk assessment and escalation under the Emergency & Crisis Response Policy.

**5.2 Decision-Making Principles**

All decisions will:

- Prioritise student protection and fairness
- Preserve learning outcomes and assessment validity
- Comply with awarding body and regulatory requirements
- Be clearly documented and communicated

**6. Academic Continuity Arrangements**

In the event of disruption, the School shall implement one or more of the following:


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### 6.1 Learning Delivery

- Continuation of learning through **asynchronous digital materials**
- Extended access to recorded lessons, learning resources, and LMS content
- Temporary adjustment of delivery schedules without reducing learning outcomes
- Flexible pacing to accommodate affected students

### 6.2 Learning Support

- Academic guidance and tutor support via approved digital channels
- Additional time for completion of learning activities where required
- Reasonable adjustments for students impacted by the disruption

## 7. Assessment Contingency Arrangements

### 7.1 Summative Assessment

Where summative assessments are disrupted:

- Assessment deadlines may be extended
- Alternative assessment windows may be scheduled
- Secure remote assessment arrangements may be implemented
- Assessment methods may be adapted without compromising outcomes

### 7.2 Assessment Integrity

The School shall:

- Maintain assessment security and authenticity
- Ensure evidence remains valid and auditable
- Follow awarding body guidance for any assessment adjustments

## 8. Teach-Out Arrangements

Where a programme is significantly disrupted or suspended, the School commits to:

- Enabling all enrolled students to complete their programme
- Preserving credits and completed assessments
- Delivering outstanding content through adjusted timelines or formats
- Providing clear completion plans to each affected student
- Ensuring no student is academically disadvantaged due to force majeure

Teach-out may include:

- Extended programme duration
- Modified delivery schedules
- Alternative assessment timing
- Individualised completion plans

## 9. Student Communication & Protection

The School shall:

- Communicate clearly and promptly with students and parents
- Provide written guidance on revised timelines and expectations
- Offer academic and wellbeing support where needed
- Ensure transparency regarding certification and progression

## 10. Certification & Progression

The School shall ensure that:

- Successful students receive certification once requirements are met
- Delays caused by force majeure do not invalidate outcomes


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- Awarding body timelines and requirements are adhered to
- Students are informed of any unavoidable delays

**11. Records & Documentation**

The School shall maintain records of:

- Decisions made under this Plan
- Adjustments to delivery or assessment
- Student communications
- Completion and certification outcomes

**12. Post-Incident Review**

Following activation of this Plan:

- A formal review shall be conducted
- Lessons learned shall inform policy and system improvements
- Actions shall be documented and approved by governance bodies

**13. Policy Review**

This Plan shall be:

- Reviewed at least every two years
- Updated following significant incidents or regulatory changes
- Approved by the Governing Body

**14. Approval**

**Approved by:** Governing Body, Nibras – World Virtual School
**Effective Date:** [Insert Date]
**Next Review Date:** [Insert Date]


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