



EXAMINATIONS CONTROLLED ASSESSMENT RISK ASSESSMENT Centre 17632

Risk	Risk Level	Likelihood of Risk	Control Measures	Emergency Procedures
Head of Department long term absence/fails to facilitate CA according to JCQ regulations.	Low	Low	Regular support from SLT and the Head of Examinations and all CA is timetabled well in advance of the deadline for submission.	The Deputy Head (Academic) will ensure that the second in department or another experienced member of the department takes responsibility.
IT facilities not available through system failure or power cut.	Low	Low	IT technicians on call and all CA is timetabled well in advance of the deadline for submission.	IT and maintenance support available and the Deputy Head (Academic) will facilitate any timetable changes required.
Exams Officer absent/leaves with short notice	Low	Low	Keys and procedures with another member of Examinations team. All members of the Examinations team are regularly trained in all key areas.	Examinations team will facilitate the CA with the support of the Deputy Head (Academic).
Cheating/Disruption in the room	Low	Low	Candidates have received the exam regulations and agreed to abide by them.	Contact the Head of Examinations/SLT immediately. Candidates will be dealt with following JCQ, awarding board and centre policy.
Entry or controlled assessment materials issues including security of materials.	Low	Low	All Examinations staff are trained each session to support the Head of Examinations in these areas. All Heads of Department are aware of the requirements for their subject.	Heads of Department and the Head of Examinations will follow JCQ and awarding body guidelines with the support of the Deputy Head (Academic).
Access Arrangements candidates are not accommodated	Low	Low	Learning Support Co-ordinator advises all staff concerning those on the Learning Support list. Heads of Department and teaching staff are aware.	Head of Examinations will follow JCQ and awarding body guidelines to ensure no disadvantage to any candidate.

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Fire Alarm/Security breach in school	Low	Low	Candidates and staff are aware of alarm sound. Telephone contact can be made with Head of Examinations/SLT.	Staff are aware of fire and evacuation policy. Evacuate if necessary according to these procedures for fire and only if directed by Head of Examinations or SLT for security breach. If the breach occurs in the room contact the Examinations Office or SLT.
Subject teacher fails to <ul style="list-style-type: none"> • meet assessment criteria as details in specification • fails to allow sufficient time to complete the task • issues the wrong task • supervise the task appropriately • give appropriate levels of advice and feedback 	Low	Low	HoD will ensure members of their department are sufficiently trained before beginning the task.	Deputy Head (Academic) will liaise with the relevant HoD and ensure the problem is remedied.
Candidate fails to <ul style="list-style-type: none"> • understand the task or marking criteria • set out references as required • does not reference information from published source • stay within the word/time limit • follow awarding body regulations • submit sufficient work 	Low	Low	Teachers will ensure each aspect of the assignment is clearly explained	Deputy Head (Academic) will liaise with the relevant HoD and ensure the problem is remedied. Where necessary, the Head of Examinations will contact the relevant awarding body.
Controlled assessment schedule clashes with other activities/too close together.	Low	Low	Deputy Head (Academic) and Head of Departments establish a plan of the year to ensure there are no clashes and resources will be available for each task.	Deputy Head (Academic) arranges an alternative for one of the activities/subjects.

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The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration) or incorrect task(s) set	Low	Low	Ensure teaching staff know what level is applicable and understand what is involved. Where necessary the proper training is provided.	Head of Examinations will follow JCQ and awarding body guidelines and if necessary seek guidance from the awarding body.
Deadlines are not met by candidate or teaching staff	Low	Low	Head of Examinations will advertise deadlines to Heads of Department well in advance. They will then relay these to members of staff and pupils.	If candidate work is late, mark what has been done by the deadline and submit mark. If further action is required, the Head of Examinations will seek awarding body's guidance. If teaching staff misses deadline the Head of Examinations will seek awarding body's guidance.
Staff or candidate malpractice	Low	Low	Staff and candidates made aware of the regulations and given reminders throughout the year.	Head of Centre and Head of Examinations will contact the relevant awarding body to notify them of any breaches in regulation.
If candidate or member of staff fails to sign authentication form	Low	Low	Ensure that every candidate and member of staff involved in the process knows they must sign an authentication form	Find candidate or member of staff and ensure a signature is obtained.
Teaching staff interpret marking descriptions incorrectly	Low	Low	Ensure each member of staff involved in the process is appropriately trained.	For internally marked work this should be picked up in moderation. If need be contact the awarding body and seek guidance.
Conflict of interest	Low	Low	Where possible, members of staff are not allowed to teach or assess a student's work where there is a known conflict of interest.	Awarding body will be made aware of situations where this is unavoidable.
Appeals	Low	Low	Candidates are made aware of each step of the process throughout. There is open communication between teachers, the candidates and where applicable, the parent/carer.	When a form is submitted, the Head of Examinations will deal with it in line with the Appeals Policy.

Head of Examinations
September 2020
To be reviewed November 2021