



EXAMINATIONS - RISK ASSESSMENT AND CONTINGENCY PLAN

Centre 17632

Risk	Risk Level	Likelihood of Risk	Control Measures	Emergency/Contingency Plan
Fire Alarm/Security breach in school	Low	Low	Candidates and invigilators are aware of alarm sound. Lead invigilators have a mobile phone which they can use in case of emergency.	Invigilators are aware of Emergency Evacuation Procedure and it is in the exam room folder. 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 exam room contact Examinations Office or SLT.
Invigilator missing	Low	Low	Invigilators have a schedule and phone/email contact details. Always have one spare invigilator per room to allow for breaks.	Use the extra invigilator to correct the ratio, members of the Exams team and SLT can assist with relief breaks.
Disruption as a result of strike action – student, staff and invigilator	Low	Low	Given we are an Independent school, we are unlikely to have our staff striking. Staff and students have been encouraged to plan their journey to and from school carefully on strike days.	Given this should not impact on teaching, no contingency plan needed. If an invigilator was delayed due to transport strikes, a member of the Examinations team can support the invigilators if there is a shortfall until the invigilator arrives.
Invigilator misses training or DBS lapses	Low	Low	Ensure a record is kept of training sessions and attendance.	Re-apply for DBS and train invigilator if time allows.
Insufficient invigilators on the day of an exam	Low	Low	We have a pool of 20+ invigilators who can be called upon at the last minute	A member of the Exams Team steps in to invigilate whilst the Head of Exams endeavours to find a replacement from the pool of invigilators.

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A non-qualified teacher marks NEAs and/or verifies CA components	Low	Low	All HoDs will know which teachers are not qualified and have been told that they must not use them for this purpose.	Deputy Head (Academic) will liaise with the relevant HoD to ensure the relevant pieces of work are re-marked by an appropriate member of staff.
Subject teacher fails to: - Meet assessment criteria as details in specification - Allow sufficient time to complete the task - Fails to issue the correct task - Supervise the task appropriately - Give appropriate levels of advice and feedback - Sign the authentication form - Interpret marking descriptions correctly	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: - 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 - Sign the authentication form	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.
Assessment evidence is not available to be marked	Low	Low	All internally assessed work will be backed up in two separate locations; the department's shared area and a Team shared with Exams.	If the awarding body needs an additional copy of the work, we can use the backed up version.

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Controlled assessment schedule clashes with other activities/too close together	Low	Low	Deputy Head (Academic) and Heads of Department 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.
Candidate unwell	Low	Low	Exams Office and Surgery contact details are in the exam room folder. Head of Examinations will brief Surgery staff about the regulations for interacting with candidates.	Contact Exams Office or Surgery and use extra invigilator as necessary. Head of Examinations will follow JCQ and awarding body guidelines for Special Consideration.
Weather (e.g. flooding) / Transport problems	Low	Low	Candidates and parents know the school telephone contact details. Emergency weather notices are posted on the school website.	Head of Examinations will follow JCQ and awarding body guidelines.
Candidate fails to turn up/turns up late	Low	Low	Candidates and parents have a copy of their personalised timetable and a general timetable is available on the school website.	A member of the Examinations team will contact the candidate and follow JCQ and awarding body guidelines.
Cheating/Disruption in the room	Low	Low	Candidates have received the exam regulations and signed a declaration form to say they have read and will abide by JCQ, awarding body and centre regulations.	Invigilator will contact the Head of Examinations or SLT immediately and the matter will be dealt with following JCQ, awarding board and centre policy.
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.
System/IT failure or power cut	Low	Low	If there is an external power cut, there is not much we can do. If the failure is internal, candidates will be relocated within the school if possible. If not, associated schools will be called on.	IT and maintenance support available through Exams Office and Head of Examinations will follow JCQ and awarding body guidelines for special consideration.
Exam room becomes unavailable for any reason e.g. fire, bomb scare, flooding	Low	Low		We have agreement to use RMS for Girls. Also school and associated prep schools have other spaces that can be used and spare capacity furniture; SLT to be consulted immediately.
Bomb scare or whole school evacuation/lockdown	Low	Low		School will follow the procedures given to us by the Bursar and the Government document on handling bomb threats*

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Public examinations cannot take place due to the national closure of schools or cancellation of exams	Low	Low	All Trial exam papers are stored securely until the end of the exam cycle.	Trial exam papers can be used to determine grades as per Government guidance, e.g. Teacher Assessed Grades.
A candidate could not sit one or more of his papers for medical reasons (contagious infection, hospitalised, etc.)	Low	Low	All parents have been notified to inform the school immediately if their child begins to feel unwell or has a medical emergency.	Head of Exams will liaise with Exams boards and follow their guidance.
Candidates unable to attend School because of a crisis	Low	Low		Head of Exams will liaise with Exams boards and follow their guidance.
Access Arrangements candidates are not accommodated	Low	Low	Head of Learning support advises all staff concerning those on the Learning Support list. The school has a centralised list which every member of staff has access to.	Head of Examinations will follow JCQ and awarding body guidelines to ensure no disadvantage to any candidate.
School cannot open because of a crisis	Low	Low		We have agreement to use RMS for Girls. Associated prep schools have other spaces that can be used and spare capacity furniture. Where necessary awarding body guidance will be sought.
Entry, controlled assessment or question paper issues	Low	Low	All exam material is checked on receipt to match entry, timetable, and expectation.	Head of Examinations will follow JCQ and awarding body guidelines.
Head of Examinations absent/leaves with short notice – this includes succession planning	Low	Low	Assistant Head of Examinations to assume the role of the Head of Examinations. Members of the Examinations team have the keys and codes for the safe and are aware of all procedures. All members of the department are always briefed on the daily running of exams and regular training is carried out.	Examinations team will run the exams under Assistant Head of Examinations guidance with the support of the Director of Studies. During the summer holiday, the Headmaster and/or Deputy Head (Academic) will be available should the Head of Examinations be unavailable.
Head of Centre not available	Low	Low	Deputy Head (Academic) and Senior Master works closely with Head of Centre	Deputy Head (Academic) and Senior Master will work together on this aspect the role for the Head of Centre.
SENCo absent at a key point in the cycle or for an extended period of time	Low	Low	LVS, KLB equipped to support.	Another member of the LS team will assist the Examinations team and Assistant Head (Teaching and Learning and Innovation)

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Teaching staff or Head of Department absent at key point in the cycle	Low	Low	Ensure the second in department is aware of procedures and deadlines.	All members of the department will work to cover the absence with the support of the Deputy Head (Academic).
Secure Storage becomes unavailable	Low	Low		We will contact JCQ/Cambridge to notify them of the problem and continue to run the exams using awarding body guidelines.
Disruption of teaching time – centre closed for extended period	Low	Low		School and associated prep schools have other spaces that can be used and spare capacity furniture. Where necessary awarding body guidance will be sought.
Conflict of interest	Med	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. If the conflict is with a Head of Department, their line manager will replace them for key roles. If the conflict is with the Head of Examinations; please refer to the Conflict of Interest Policy	If regulations are breached, the Head of Centre will be immediately informed, and they will take the necessary action (including notifying the awarding bodies).
Contingency day planning	Low	Low	All candidates have been notified that they must be available up to and including contingency day(s).	If necessary, exams will be run as per the awarding body's advice.
Disruption in distribution/ transportation of Examination papers	Low	Low	Awarding bodies will provide guidance on what to do if they are unable to deliver exam papers within the required window. If there are disruptions with the 'yellow label' service or DHL, we will contact the exam boards and seek advice.	Awarding body would usually provide electronic copies of the papers and we would need to print them in a secure manner according to their guidelines. Head of Exams will call the relevant awarding body to seek advice.
Disruption to transporting completed exam scripts	Low	Low	Papers can be stored in our secure storage if the disruption is temporary	We will seek awarding body guidance if this becomes a long term problem.
Results available day before general publication	Low	Low	Exam staff are aware of the regulations and lock down the MIS and awarding body access.	IT will lock down other staff access to the system.

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Head of Exams unavailable on results day	Low	Low	Members of the Exams team trained in what procedures are required on pre-results day and results day.	Exams team, IT department and Director of Studies work together to complete the necessary tasks and ensure all is ready for results release.
Centre unable to distribute results as normal or facilitate post results services	Low	Low		Results will be made available via the pupil portal. Members of SLT will be trained to facilitate post results services should the admin team be unavailable.
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/guardian.	When a form is submitted, the Head of Examinations will deal with it in line with the Appeals Policy.
Cyber-security incident	Low	Low	We have moved all files onto OneDrive and SharePoint All staff with access to awarding body websites must complete The Exams Office training course before being given access to the awarding body secure sites.	OneDrive is secure and can be accessed by us from home so, in an emergency, files can be accessed and moved if required. We will contact the awarding bodies and the NCSC as soon as possible to notify them of the breach.

* <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Head of Examinations

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