Merchant Taylors' School

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 the Emergency Evacuation Procedure (this document is also in the exam room folder). Evacuate only if necessary, as per the Emergency Evacuation Procedures for fire or if instructed to by Head of Exams or SLT. For a security breach, follow instructions of Head of Exams or SLT. If the breach occurs in the exam room, contact the Head of Exams or a member of SLT immediately.
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 can assist with relief breaks.
Disruption because of strike action – student, staff and invigilator	Low	Low	Invigilators are workers on an as and when contract so unlikely to strike. Teachers are also less likely to strike without sufficient warning – the Head of Centre together with the HR department will take the necessary steps to mitigate such circumstances During transport strikes – staff and students will be encouraged to plan their journey to and from school carefully.	Given this should not impact our invigilators, no contingency plan needed. If required, the Head of Centre, together with the HR department and Deputy Head (Academic) will work to remedy the situation. If an invigilator was delayed due to transport strikes, a member of the Exams Team can support the current team if there is a shortfall until the invigilator arrives.

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Invigilator misses training or DBS lapses	Low	Low	Ensure a record is kept of training sessions. Keep records of invigilation to ensure they regularly invigilate.	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.
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 unless permission has been sought from the awarding body	Deputy Head (Academic) will liaise with the relevant HoD to ensure the work is re-marked by an appropriate member of staff.
Subject teacher fails to: • Meet assessment criteria as detailed in specification • Allow sufficient time to complete the task • 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.

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Candidate fails to: • Understand the task or marking criteria • Set out references as required • Reference information from published source • Stay within the word/time limit • Follow awarding body regulations • Submit sufficient work • Sign the authentication form • Use or reference AI appropriately	Low	Low	Teachers will ensure each aspect of the assignment is clearly explained. HoDs will ensure that each candidate has been briefed about inappropriate use of AI.	Deputy Head (Academic) will liaise with the relevant HoD and ensure the problem is remedied. Where necessary, the Head of Exams will contact the relevant awarding body to seek further advice.
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.
Controlled assessment schedule clashes with other activities or are 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 Exams will brief Surgery staff about the regulations for interacting with candidates.	Contact Exams Office or Surgery and use extra invigilator where necessary. Head of Exams 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 Exams 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.	A member of the Exams Team will contact the candidate and follow JCQ and awarding body guidelines.

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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 Exams or SLT immediately and the matter will be dealt with following JCQ, awarding body and centre policy.
Staff or candidate malpractice	Low	Low	Staff and candidates are made aware of the regulations and given reminders throughout the year.	Head of Centre and Head of Exams will contact the relevant awarding body to notify them of any breach 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 Exams 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 an agreement with RMS Girls School should the need arise. Also, if only part of the school is unavailable, other areas of the school and associated prep schools have spaces suitable for exams.
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*
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 the relevant awarding body and follow their guidance.
Candidates unable to attend school because of a crisis	Low	Low		Head of Exams will liaise with the relevant awarding body and follow their guidance.

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Access Arrangement 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. Exams Team check AA to be put in place before each exam session.	Head of Exams 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 an agreement with RMS Girls School should the need arise. Also, if only part of the school is unavailable, other areas of the school and associated prep schools have spaces suitable for exams.
Entry, controlled assessment or question paper issues	Low	Low	All exam material is checked on receipt to match entry, timetable, and expectation.	Head of Exams will follow JCQ and awarding body guidelines.
Head of Exams absent or leaves with short notice – this includes succession planning	Low	Low	Assistant Head of Exams to assume the role of the Head of Exams. Members of the Exams 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.	Exams Team will run the exams under Assistant Head of Exams guidance with the support of the Deputy Head (Academic). During the summer holiday, the Head Master and/or Deputy Head (Academic) will be available should the Head of Exams be unavailable.
Head of Centre not available	Low	Low	Deputy Head (Academic) and Senior Master work closely with Head of Centre so should be able to cover his role in the interim	Deputy Head (Academic) and Senior Master will work together to cover 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 and Head of Learning Support equipped to support.	Head of Learning Support and other members of the LS Team will assist the Exams Team where necessary.
Teaching staff or Head of Department absent at key point in the cycle	Low	Low	Ensure all members of the department are aware of the 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		Head of Exams will contact JCQ and Cambridge to notify them of the problem and continue to run the exams following awarding body guidance.

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Disruption of teaching time – centre closed for extended period	Low	Low		We have an agreement with RMS Girls School should the need arise. Also, if only part of the school is unavailable, other areas of the school and associated prep schools could be used. Where necessary awarding body guidance will be sought.
Conflict of interest	High	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 Exams, 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).
Conflict of interest – centre staff sitting exams at centre	Low	Low	Entering centre staff for qualifications at the centre must be a last resort.	Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials. Ensure the member of centre staff is treated in the same way as any other candidate sitting that qualification
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, Parcelforce or DHL, we will contact the exam boards and seek advice. Papers can be stored in our secure storage if the disruption is temporary	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. We will seek awarding body guidance if this becomes a long-term problem.
Results made available to unauthorised people prior to 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	Assistant Head of Exams to assume the role of the Head of Exams. Members of the Exams Team are trained on procedures for pre-results day as well as results day.	Exams Team, IT department and Deputy Head (Academic) work together to complete the necessary tasks.
Centre unable to distribute results as normal or facilitate post results services	Low	Low		Results will be made available via the pupil portal. All members of the Exams Team know how to facilitate post results services – these can be processed off site should the centre be unavailable.
Appeals	Low	Low	Candidates are made aware of each step of the process. There is open communication between teachers, the candidates and, where applicable, the parent/guardian.	When a form is submitted, the Head of Exams will deal with it in line with the Complaints and Appeals Procedure
Cyber-security incident	Low	Low	All exam related files are on OneDrive and SharePoint All staff must complete The Exams Office Cyber Security course annually to maintain 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 if there is a breach.

* https://www.protectuk.police.uk/

Head of Examinations
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