

Marshland High School: Exams and Controlled Assessments – Risk Management Policy



Document contains:

- Risk assessment of Controlled Assessments and Exams
- Awareness and compliance document, which HoDs sign annually and discuss at first departmental meeting as a minuted item each year

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Timetabling			
Controlled assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. at the start of the academic year)	Plan dates in consultation with school calendar – negotiate with other parties	SLT
Too many controlled assessments close together across GCSE subjects	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates some time between them	SLT, HoDs
Accommodation			
Insufficient space in classrooms for candidates	Once the size of the cohort is known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessments	Use more than one classroom or multiple sittings where necessary	Exams Officer, SLT
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Exams Officer
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	Subject staff, Head of Department, Exams Officer
Teaching staff unable to access task details	Test secure access rights ahead of controlled assessment schedule every year and every session	Ensure teaching staff have access rights for the correct area of awarding body secure extranet sites well ahead of the controlled assessment schedule	Head of Department, Exams Officer

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Head of Department, Exams Officer
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Exams Officer
Control levels for task taking			
The assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	SLT, Exams Officer
Supervision			
Student study diary/plan not provided or completed*	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	n/a
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff fully understand the nature of controlled assessments and their role in supervising assessments	Awareness and compliance instructions issues to departments. HoD signs annually.	SLT, HoDs
A suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any controlled assessment session where a teacher is not supervising, in line with the awarding body's specification	Appoint suitable invigilation team	SLT, Exams Officer
Task setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	Subject Staff, HoDs, SLT
Assessments have not been moderated in line with the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Subject Staff, HoDs, SLT

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Contact the awarding body to request/obtain different assessment tasks	Exams Officer, Subject staff, HoDs, SLT
Candidates' work not kept secure during or after assessment	Define the appropriate level of security, in line with the awarding body's requirements, for each department as necessary	Seek guidance from the awarding body	SLT, Exams Officer, HoDs
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	SLT, Exams Officer
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines and the penalties for not meeting them	Mark what candidates have produced by the deadline Seek guidance from awarding body on further action	Subject staff, HoDs
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines (prior to the awarding body deadline) to complete marking/paperwork (Marks can then be processed and submitted ahead of awarding body deadlines)	Seek guidance from awarding body	Subject staff, HoDs, Exams Officer
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking	Find candidate and ensure authentication form is signed	Subject staff, HoDs

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Teaching staff fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff fully understand the importance of authentication forms and the requirement of a signature	Return the authentication form to the teacher for signature Ensure authentication forms are signed as work is marked	Subject staff, HoDs
Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking Plan for sampling of marking during the practice phase	Arrange for re-marking Consult the awarding body's specification for appropriate procedures	Subject staff, HoDs, SLT
Centre does not run the standardisation activity as required by the awarding body	Plan against the awarding body's requirements for standardisation, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	Subject staff, HoDs, SLT

* Not all GCSE controlled assessments will require the completion of a study diary or study plans

** All tasks whether set by the awarding body or the centre **must** be developed in line with the requirements of the specification.



POLICY AIM(S)

Annually all subject leaders will be asked to consult the appropriate JCQ and school policies about the secure production of Controlled Assessment and such materials. This period of reflection and consultation offers the whole department an opportunity to think about how we approach this risk management, and ensure that a common and shared approach is taken towards it throughout the subject.

To evidence and record that this procedure is happening, and that staff understand their responsibilities as laid out by the document, annually all subject leaders will be asked to sign this ‘Controlled Assessments Policy Awareness and Compliance’ document to affirm that they have undertaken this work.

Guidance

Annually staff should...

- Review the appropriate JCQ and school policy advice about the production of CA material
- Review their procedures for conducting and storing CA material
- Discuss these issues as a minuted item at their initial departmental meeting
- Ensure new staff in particular are made aware of these arrangements

Awareness and Compliance with Controlled Assessment arrangements

Date	Name of Staff Member & Curriculum Area	Academic Year	Signature

By signing this sheet you are stating that you have made yourself aware of, and understand the requirements of the JCQ and school Exams and Controlled Assessment arrangements. Heads of Department and Subject Leaders must pro-actively address requirements, and makes changes as appropriate to ensure compliance. Support for this is available from line managers and the Senior Leadership Team.

<p>Head of Department:</p> <p>SLT Line Manager:</p>	<p>Date:</p>
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