



ORMISTON
SIX VILLAGES
ACADEMY

GCSE Controlled Assessments Risk Management Process

Approved by the Principal: April 2017

Review Date: December 2017

The Head of Centre has overall responsibility for all aspects of this process and all queries should be formally addressed through him.

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Timetabling			
Controlled assessment schedule clashes with other subjects and other school activities	Plan/establish priorities well ahead. Complete Controlled Assessment Mapping Form at start of academic year and discuss plans at start of year exams meeting.	Plan dates in consultation with school calendar/diary – negotiate with cover administrator and exams officer.	HODs
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, departments to liaise with Exams Officer.	SLT
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, depts to liaise with EO if assessments to take place outside the classroom.	HODs /SLT
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities	Arrange for computer rooms and meeting rooms etc to be booked in advance through Cover administrator.	HODs /SLT
Rooms/Supervision required for candidates with Access Arrangements (e.g. Word processors/Scribes needed)	Ensuring staff are aware of who in their class has access arrangements and making any necessary arrangements in advance.	Plan ahead in consultation with Exams Officer/Specialist Assessor for necessary arrangements.	HODs/SLT

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
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. Any IT rooms required to be booked through cover administrator and IT Technicians to be consulted to be available if any problems.	HODs/EO/Network Manager
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. Depts to liaise with EO for any necessary awarding body access.	HODs/Network Manager
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	HODs/EO
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Make necessary arrangements for candidates to complete the missed assessment.	HODs

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
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 Exams Officer and awarding body	HODs/EO
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	Teaching staff & HODs
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	Depts to ensure all staff have all training required.	HODs /SLT/EO
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	Depts to ensure any necessary staff are in place and consult EO if any problems.	HODs/EO

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

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
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	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	HODS & SLT
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	HODs/EO
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	HODs/EO
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre, liase with EO for work to locked away securely.	EO/SLT

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

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
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 EO/awarding body on further action	Teachers/ HODS/EO
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)	Agree deadlines with Exams Officer in advance to avoid late submission to board.	HODS/EO
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	TEACHERS/HODS/EO
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	HODS/EO

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Marking			
Teaching staff interpret marking descriptions incorrectly	<p>Ensure appropriate training and practicing of marking</p> <p>Plan for sampling of marking during the practice phase</p>	<p>Arrange for re-marking</p> <p>Consult the awarding body's specification for appropriate procedures</p>	HODS/SLT/EO
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 EO/awarding body whether a later standardisation event can be arranged	HODS/SLT