



Northleigh House School

Controlled Assessment Risk Assessment

Risks and Issues	Forward Planning	Action	Staff
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.	Heads of Department (HOD) Exam Officer
Too many controlled assessments close together across GCSE subjects.	Plan controlled assessment so they are spaced over the duration of the course.	Space controlled assessments to allow candidates sometime between their assessments.	HOD
Students struggling to manage demands on time and potential pressures, anxiety.	Plan assessment so they are spaced over the duration of the course; any potential issues need to be identified early.	Early distribution of the year's schedule to students and parents.	Pastoral Care Manager

Accommodation			
Insufficient rooms for individual access arrangements.	Plan what lessons will be taking place at the same time as controlled assessments.	Book rooms for controlled assessments to ensure there are no clashes with other lessons.	Exam Officer
Facilities, breach rules by having displays with relevant subject information.	Careful planning and checking of facilities in advance.	Covering or removing inappropriate displays/materials	Exam Officer
Noise from other students, teaching staff, school animals.	Plan the rooms to be used for controlled assessments, to try to avoid, heavy traffic student traffic and animals. Prepare signs to be used on controlled assessment room doors and adjoining corridors.	Arrange for appropriate rooms to be booked for the controlled assessments. Erect signs which say "Silence Exam in Progress" when controlled assessments being carried out.	Exam Officer
Downloading Awarding Body Set Tasks			
IT system unavailable on the 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.	Exam Officer
Teaching staff/assessors unable to access task details.	Test secure access rights ahead of schedule every year and every session.	Ensure teaching staff/assessors have access rights for correct area of awarding body, that there is secure extranet sites ahead of time.	Exam Officer
Loss of task details in transmission.	Download tasks well ahead of scheduled assessment date.	Report loss to awarding body for replacement; download again.	Exam Officer

Absent Candidates			
Candidates absent for all or part of assessment.	Plan alternative session(s) for candidates.	Book facilities and staff, notify students and parents.	HOD Teaching Staff
Candidates have a scheduling clash for exams or assessment.	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes.	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes. NB: Retakes of controlled assessment are limited.	Exam Officer
Control Levels for Task Taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration).	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required; produce clear written instructions for staff.	Seek guidance from the awarding body.	Exam Officer HOD
Supervision			
Student study diary/plan not provided or completed.	Ensure teaching staff/assessors 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
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility.	Ensure teaching staff/assessors understand nature of controlled assessment and their role in supervision.	Arranged staff/assessor training, if appropriate.	Exam Officer

	Use of department meetings and written instructions.		
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising.	A suitable supervisor must be arranged for any controlled assessment where teaching staff/assessor is not supervising, in line with the awarding body specification.	Exam Officer to arrange sufficient cover.	HOD Exam Officer
Task Setting			
Teaching staff/assessors fail to correctly set tasks.	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification.	Seek guidance from the awarding body.	HOD
Assessments have not been moderated as required in the awarding body specification.	Check specification and plan required moderation appropriately.	Seek guidance from the awarding body.	HOD
Security of Materials			
Assessment task not kept secure before assessment.	Ensure teaching staff/assessors understand importance of task security.	Request/obtain different assessment tasks.	Exam Officer
Candidates' work not kept secure during or after assessment.	Define appropriate level of security, in line with awarding body requirements, for each department as necessary.	Take materials to secure storage.	Teaching Staff Exam Officer
Insufficient or insecure storage space.	Look at provision for suitable storage early in the course.	Find alternative spaces.	HOD Exam Officer

Deadlines			
Deadlines not met by candidates.	Ensure all candidates are briefed on deadlines/penalties for not meeting them.	Mark what candidates have produced by the deadline and seek guidance from awarding body on further action. Inform parents.	HOD Exam Officer
Deadlines for marking and/or paperwork not met by teaching staff/assessors.	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exam officer can process and send off marks ahead of awarding body deadlines.	Seek guidance from awarding body.	Exam Officer
Authentication			
Candidate fails to sign authentication form.	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in.	Find candidate and ensure form is signed.	Teaching Staff Exam Officer
Teaching staff/assessors fail to complete authentication forms to leave before completing authentication.	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature.	Return form to teaching staff/assessors for signature. Ensure forms are signed as work is marked, not at end of season.	Teaching Staff Exam Officer

Marking			
Teaching staff/assessors interpret marking descriptions incorrectly.	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure.	HOD
Centre does not run standardisation activity as required by the awarding body.	Plan against the requirement for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	HOD Exam Officer