THE
WALDERSLADE
& GREENACRE
SCHOOLS PARTNERSHIP

Risk Assessment for
Non-examination Assessments

A Beyond ACADEMY
SCHOOLS TRUST

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.	Exam Officer in consultation with Head of Department.
Too many controlled assessments close together across GCSE subjects.	Draw up controlled assessment schedule. Plan Controlled assessments so they are spaced over the duration of the course.	Schedule controlled assessments to allow candidates time between them.	Exam Officer in consultation with Head of Departments and SLT.
Some controlled assessments are most effectively delivered en-suite.	Identify opportunities for longer controlled assessments with the schedule.	Incorporate science controlled assessments into exam weeks.	Exam Officer in consultation with Head of Department.
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.	Exam Officer in consultation with Head of Department.
Insufficient facilities for all candidates.	Careful planning ahead and booking of rooms / centre facilities.	Pre-scheduling of the use of ICT rooms for controlled assessments. Pre-scheduling and room changes where specialist science, media facilities are required.	Exam Officer in consultation with Head of Department, Timetabler, Cover Manager and IT Network team.

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.	Head of Department IT Network team
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 and Class Teacher
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 and Class Teacher
Absent candidates			
Candidates absent for all or part of assessment (various reasons).	Plan alternative session(s) for candidates.	Lunchtime or other identified time arranged for absent students.	Head of Department and Class Teacher
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.	Head of Department

Example risks and issues	Possible remedial action		Staff
	Forward planning	**Action**	
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.	Head of Department
Teaching staff do not understand that the supervision of CA is their responsibility.	Ensure teaching staff fully understand the nature of CA and their role in supervising assessments.	Include sharing of guidelines and good practice during departmental meetings.	Head of Department
A suitable supervisor has not been arranged for an assessment where teaching staff are **not** supervising.	A suitable supervisor must be arranged for any CA session where a teacher is not supervising, in line with the awarding body's specification.	Assign a cover supervisor if available or reschedule the assessment.	Head of Department and Exam 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. Include sharing of guidelines and good practice during departmental meetings.	Head of Department
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. Include sharing of guidelines and good practice during departmental meetings.	Head of Department

| 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 and include sharing of guidelines and good practice during departmental meetings.	Head of Department
Candidates' work not kept securely 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 and include sharing of guidelines and good practice during departmental meetings. Where appropriate provide secure facilities.	Head of Department
Insufficient or insecure storage space.	Look at provision for suitable storage at the start of the GCSE course.	Find alternative storage within the centre.	Head of Department in consultation with SLT
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.	Class Teacher in consultation with Head of Department
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.	Head of Department

| Example risks and issues | Possible remedial action | | Staff |
	Forward planning	Action	
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 and include sharing of guidelines and good practice during departmental meetings	Head of Department and Class Teacher
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. Include sharing of guidelines and good practice during departmental meetings.	Head of Department and Class Teacher
Marking			
Teaching staff interpret marking descriptions incorrectly.	Ensure appropriate training and practice of marking. Plan for sampling of marking of all teachers involved during the practice phase.	Arrange for re-marking and consult the awarding body's specification for appropriate procedures. Include sharing of guidelines and good practice during departmental meetings.	Head of Department
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.	Head of Department and Class Teacher