

GCSE Controlled Assessment - Risk management January 2024

| Risk and issues | Possible remedial action | | Staff |
|--|--|--|---------------|
| | <i>Forward planning</i> | <i>Action</i> | |
| Timetabling | | | |
| Assessment schedule clashes with other activities | Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning | Plan dates in consultation with school calendar – negotiate with other parties | HODs |
| Too many assessments close together across subjects or lines of learning | Plan assessments so they are spaced over the duration of the course. Inform Exams Officer of these | Space assessments to at least allow candidates some time between assessments | HODs |
| Accommodation | | | |
| Insufficient space in classrooms for candidates | Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment | Use more than one classroom or multiple sittings where necessary | Exams Officer |
| Insufficient facilities for all candidates | Careful planning ahead and booking of rooms / centre facilities (e.g laptops) | | Exams Officer |

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| 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 | Exams 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 secure extranet sites ahead of time | Exams Officer |
| Loss of task details in transmission | Download tasks well ahead of scheduled assessment date | Report loss to awarding body for replacement; download again | Exams Officer |
| Absent candidates | | | |
| Candidates absent for all or part of assessment (various reasons) | Plan alternative session(s) for candidates | | HODs 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. N.B. retakes of controlled assessment are limited | Exams Officer |

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| Control levels for task completion | | | |
| Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration) | Ensure teaching staff/assesors know what level is applicable and understand what is involved. Provide training if required | Seek guidance from the awarding body | Exams Officer HODs |
| Supervision | | | |
| Student study plan not provided or completed | Ensure teaching staff/assessors are aware of the need for study plans to be completed early in course | Ensure candidates start, continue and complete study plans that are signed after every session | Teachers |
| Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility | Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision | Inform Exams Officer a.s.a.p | Exams Officer |
| 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 a teacher/assessor is not supervising, in line with the awarding body specification. | | Exams HODs |

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| 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 | HODs |
| 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 | HODs |
| Security of materials | | | |
| Assessment tasks not kept secure before assessment | Ensure teaching staff understand importance of task security | Request/obtain different assessment tasks | Exams 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 | Teachers Exams Officer |
| Insufficient or insecure storage space | Look at provision for suitable storage early in the course | Find alternative spaces | HODs Exams 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 deadline and seek guidance from awarding body on further action. | HODs Exams Officer |

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| 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 exams office can process and send off marks ahead of AB deadlines | Seek guidance from awarding body | Exams 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 | Teachers Exams Officer |
| Teaching staff/assessors fail to complete authentication forms or leave before completing authentication | Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature | Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season | Teachers Exams 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 | HODs |
| Centre does not run standardisation activity as required by the awarding body | Plan the requirements for standardisation for the awarding body before this activity will be conducted. | Check with the awarding body whether a later standardisation event can be arranged. | HODS Exams Officer |