

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Timetabling</b>			
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. Notify the exam office.	M Syred and C Baker. S Hollow
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	M Syred and C Baker and all subject teachers
<b>Accommodation</b>			
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	A Lowe- timetabling J Relf – use of ICT suites
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		M Syred, Subject teachers in collaboration with J Relf

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Downloading awarding body set tasks</b>			
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	All subject teachers to liaise with J Relf
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	J Relf S Hollow to download materials securely where necessary
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	Subject teacher in collaboration with J Relf
Computer technician unavailable to provide technical help	Ensure technician is on site on assessment date	Check technician's diary against proposed dates for assessment	Subject teacher and J Relf
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates, or if candidate is unable to continue consult with Exam office for Special consideration	Notify Deputy head and exam office of change or if candidate is unable to continue consult with Exam office for Special consideration	M Syred, Subject teacher and, if necessary S Hollow

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Control levels for task taking</b>			
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, ensure that all staff are aware of JCQ guidance and school policy regarding controlled assessment	Subject teachers, M Syred, SHollow
<b>Supervision</b>			
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	M Syred and Subject Teachers
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	Train and Monitor as necessary	M Syred
A suitable supervisor has not been arranged for an assessment where teaching staff are <b>not</b> 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	Ensure supervisor is fully aware of the level of control required and knows their responsibility.	M Syred
Candidates unaware of rule that mobile phones must not be in the room during controlled assessment	Ensure all candidates receive briefing notice supplied by JCQ and are warned that any work found to be done in these circumstances will be void.	Ensure all supervisors are fully aware of this and act consistently	M Syred, S Hollow All subject Teachers and Teaching Assistants

--	--	--	--

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

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Task setting</b>			
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	S Hollow
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	S Hollow
Teachers fail to give correct access arrangements for candidate with special needs	Teacher to ensure, in advance of the assessments, that all candidates are given the correct access arrangements e.g extra time, reader, scribe, use of laptop	Seek guidance from SENCO and heed advice given on exam noticeboard	All teachers, C Baker S Hollow
<b>Security of materials</b>			
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	M Syred. S Hollow to liaise with awarding body.
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	Subject teachers
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	M Syred

Secure access unavailable to students/internet not blocked	Teachers to work in close liaison with computer technician	Assessment to be made void if computer not secure	Subject teacher & J Relf
Secure account not disabled – enabling inappropriate pupil access	Computer technician to be made aware when session has closed	Assessment to be made void if pupil has unauthorised access	Subject teacher and J Relf

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

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Deadlines</b>			
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 teacher  S Hollow
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	S Hollow
<b>Authentication</b>			
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 teacher  Subject teacher and S Hollow to check prior to despatch

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	S Hollow  Subject teacher
--	--	---	---------------------------------

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
<b>Marking</b>			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Ensure staff attend awarding body briefings  Plan for sampling of marking during the practice phase	Arrange for re-marking  Consult the awarding body's specification for appropriate procedures	M Syred  Subject teacher  S Hollow to liaise with awarding body
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 teacher or Head of Dept. S Hollow to liaise with awarding body.
<b>The Towers</b>	<b>27<sup>th</sup> January 2017</b>	<b>For Review Sept 2017</b>	<b>S Hollow &amp; M Syred</b>