



Peacehaven Community School

Controlled Assessment Risk Management Process Exams Policy

Head of Centre	Rachel Henocq
Date	September 2023
Date for Review	September 2024
Responsibility for Review	Head of Centre

R – Responsible
 A – Accountable
 C – Consulted
 I – Informed

Example risks and issues	Possible remedial action		Staff ('RACI' used to determine who should be listed)
	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	R: Deputy Head C: SLT and HoD
Too many controlled assessments close together across subjects	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates some time between them	R: Deputy Head C: SLT and HoD
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 assessments	Use more than one classroom or multiple sittings where necessary	CAs are designed to be run during lesson time – classroom space should not be an issue.
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		CAs where facilities such as word processors are needed – Subject Leaders should book lap-safes well in advance or contact SDA/BPL for room changes.

Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks ahead of scheduled assessment date (when possible) in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	EMCOR should be told well in advance of any tasks being taken on word processors, so that all necessary software can be installed and maintained/checked before tests commence. R/A: Subject Leaders & Exams Officer
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	R/A: Subject Leaders C: EO – who will set up permissions with exam boards and will contact boards in case of problems.
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date (if and when possible)	Report loss to awarding body for replacement; download again	R/A: Subject Leaders C/I: EO

Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Send letters out to parents/candidates informing them of CAs well in advance	R/A: Subject Leaders C: Deputy Head
Candidates have a scheduling clash for exams or assessments (possibly off-site on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to schedule clashes	Check before booking the date for an internal assessment; provide an alternative date where necessary and consult awarding body procedures for dealing with external assessment timetabling clashes N.B. Retakes of CAs are limited	R/A: Assistant Head will plan the calendar for the start of the year. Exams are based on national dates, so if a clash occurs the CA would have to be rescheduled. C/I: SLT
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 of control is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Board/ specification training is undertaken by each Subject Leader – they should be aware of the level of security needed.

			If in doubt the EO can look up the details or contact the board. Folder detailing information about CAs is stored in the Exams Drive. R/A: Subject Leaders
Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
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	R/A: Tutors C: Subject Leaders
Teaching staff do not understand that the supervision of controlled assessments is their responsibility	Ensure teaching staff understand the nature of controlled assessments and their role in supervision	Teachers should be aware of the supervision needed in advance of the CA, from their specification training sessions	R/A: Subject Leaders/HoD EO can look up if needed
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	If inadequate supervision is available the CA should be rescheduled, or a HoD/Link SLT can step in	R/A: Subject Leaders C: Deputy Head/SLT

*Not all controlled assessments for GCSEs will require the completion of a study diary or study plan.

Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
Task setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	R/A: Subject Leaders C: HoD I: SLT
Assessments have not been moderated as required in the awarding body's specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	R/A: Subject Leaders C: HoD I: SLT
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff fully understand the importance of task security	Request/obtain different assessment tasks from the appropriate awarding body	R/A: Subject Leaders C: SLT EO can store assessment tasks if asked and if there is enough space in the exam cupboard.
Candidates' work not kept secure during or after assessment	Define appropriate level of security in line with the awarding body's requirements, for each department as necessary	Take materials to secure storage <i>After assessment – secure storage means being locked away so that candidates cannot access/amend or take their work off-site (does not have to be the exam cupboard).</i>	R/A: Subject Leaders C: HoD
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the course	Find alternative storage spaces within the centre	R/A: Subject Leaders/HoD C: SLT

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

Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	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 and seek guidance from awarding body on further action	R/A: Subject Leaders C: HoD/Deputy Head
Deadlines for marking and/or paperwork not met by teaching staff/assessors	Ensure teaching staff/assessors are given clear deadlines (prior to the awarding body deadlines) to complete marking/paperwork so the exams office can process and send off documents ahead of AB deadlines	Seek guidance from awarding body	R/A: Subject Leaders C: EO/Deputy Head
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and is securely attached to their work when it is completed and handed in for marking	Find candidate and ensure authentication form is signed	R/A: Subject Leaders/HoD
Teaching staff/assessors fail to complete authentication forms or leave before completing the authentication process	Ensure teaching staff/assessors understand the importance of authentication forms and the requirement of a signature	Return the authentication form to the staff member for signature and ensure authentication forms are signed as work is marked (not at the end of the season)	R/A: Subject Leaders/HoD

Example risks and issues	Possible remedial action		Staff (use 'RACI' to determine who should be listed)
	Forward planning	Action	
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 re-marking. Consult awarding body's specification for appropriate procedures	R: Subject Leaders A: HoD
Centre does not run the standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the appropriate awarding body, i.e. when and how this activity must be conducted	Check with the awarding body whether a later standardisation event can be arranged	R: Subject Leaders A: HoD C/I: SLT
Other – Entries of Controlled Assessments			
Controlled assessments need to be entered like any other units. Teaching staff should inform the EO which units will be taken in the exam series when entries for GCSE (written) examinations are requested.	Teaching staff should inform the EO of the units to be taken in which series and inform them of the unit codes before deadlines. Teaching staff should be aware that Controlled assessments may change each academic year, dependant on the specification and therefore cannot be carried over to another year.	Missed deadline entry penalties will be charged to the faculty concerned. Missed deadlines can result in assessment materials not being released by the boards. Consult relevant exam board if this happens.	R/A: Subject Leaders C: EO

This policy has been reviewed and authorised by:



Rachel Henocq
Headteacher / Head of Centre