

## KCA Planning and Managing GCSE controlled assessments - Risk management process

	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	<b>SLT Exams Link / Exams Office / HoF's</b>
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	<b>SLT Exams Link / Exams Office / HoF's</b>
<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	<b>Exams Officer / Site Agent / SLT Exams Link</b>
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		<b>Exams Office</b>



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	Possible remedial action		Staff
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<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	<b>Leadership / IT Support / Exams Office</b>
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	<b>Selected HoF representative's / Exams Office</b>
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	<b>HoF representative's / Exams Office</b>
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)	Incorporate / Plan alternative / contingency session(s) for candidates	Ensure candidates receive guidance on taking holidays, delays, illness etc	<b>HoF / HoY / Attendance / Exams Office</b>

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<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 department leads cascade latest protocol / procedure and expectation.	Inset, CPD for department
<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	<b>Department</b>
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	Liaise with HoF, Inset, CPD for department	<b>SLT Exams Link, Exams Office</b>
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		

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



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<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	<b>SLT Exams Link, Exams Office</b>
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	<b>SLT Exams Link, Exams Office</b>
<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	<b>SLT Exams Link, Exams Office</b>
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	<b>SLT Exams Link, Exams Office</b>
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	<b>SLT Exams Link, Exams Office</b>

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



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<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	<b>HoF Representative, SLT Exams Link, Exams Office</b>
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	<b>SLT Exams Link, Exams Office, Leadership</b>
<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	<b>Department, Exams Office</b>
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	<b>Exams Office</b>



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<b>Marking</b>			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking Plan for sampling of marking during the practice phase	Arrange for re-marking Internal Training, Moderation checks Consult the awarding body's specification for appropriate procedures	<b>SLT Exams Link, Exams Office</b>
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	<b>SLT Exams Link, Exams Office</b>

**Last Updated: March 2017**