



Rye St Antony School
O X F O R D

Controlled Assessment Risk Management Policy	
Owner:	Exams Officer
Approved by:	Deputy Head Academic
Policy is available from:	Academic Team and School Website
Review cycle:	Annual
Current version adopted	March 2024
Review date:	New policy to be agreed for Headington Rye Oxford Sept 2024
Linked documents:	

Controlled Assessment Risk Management (following JCQ template) – to cover all GCSE, A-Level, BTEC and Entry Level work			
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	DHA
Too many controlled assessments close together across assessed subject. (including BTEC, GCSE, A-Level and others)	Plan controlled assessments so they are spaced over the duration of the course	Space controlled assessments to allow candidates some time between them	Liaison between HODs/DHA
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	Liaison between HODs/DHA
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities	Liaison with Maintenance team to ensure scheduled works for merger do not interfere with access to rooms	DHA and Tom Rand (maintenance)
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	Relevant HOD
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	DHA ensures staff access to secure areas. All teachers test their access in advance.

Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again	HOD/DHA.
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates if allowed	DHA to log coursework absences with exam boards if candidate cannot complete tasks	Relevant HOD, in conjunction with Form Tutor; DHA
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; refer to documentation.	DHA together with relevant Head of Department
Supervision			
Student study diary/plan not provided or completed* None of our current specifications require this	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	Relevant HOD/ Responsible Teacher
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	DHA to liaise and advise HoDS	DHA
Task setting			
Teaching staff fail to set tasks correctly	Ensure teaching staff fully understand the task setting arrangements as defined in the awarding body's specification**	Seek guidance from the awarding body	Relevant HOD
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	Relevant HOD/ DHA

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	DHA
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	DHA
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre; large locked cupboard and safe available	DHA
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	Relevant HOD together with DHA
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. Publicise deadlines to staff well in advance of external deadlines	DHA
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	Relevant HOD/Responsible 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	Ensure authentication forms are signed as work is marked Return the authentication form to the teacher for signature	DHA together with relevant HOD
Marking			

Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training for staff from exam boards Plan for sampling of marking during the practice phase	Arrange for re-marking Consult the awarding body's specification for appropriate procedures	Relevant HOD/DHA
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	DHA