



ENERGY COAST UTC

CONTROLLED ASSESSMENTS RISK MANAGEMENT STRATEGY

2017-2019

Controlled Assessments Risk Management Strategy 2017-2018

Approved: Barbara Stephens, Chair of Governors

Signed: 

Date: June 2017

Date for Review: June 2019

Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
1	July 2016	LM	Updated content
2	May 2017	ICR	Updated content
3			
4			
5			

Controlled Assessments Risk Management Strategy 2017-2018

Risks and Issues	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)	DoL/SLT to liaise and plan dates in consultation with UTC calendar – negotiate with other parties	SLT/DoLs
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 students sufficient time between them	DoLs
Change of staff mid-course	Complete handover between members of staff	New member of staff to moderate coursework marks for member of staff leaving	DoLs
Accommodation			
Insufficient space in classrooms for students	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	DoLs/Exams Officer

Controlled Assessments Risk Management Strategy 2017-2018

	Careful planning ahead and booking of rooms / Centre facilities	SIMS operator to be made aware of room requirements	
Adverse weather postponing geography/applied science field work	Choose time of year which is appropriate to tasks	Plan for a second date for field work which is at least 12 weeks before deadline.	DoL

Controlled Assessments Risk Management Strategy 2017-2018

Risks and Issues	Remedial Action		Staff
	Forward Planning	Action	
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/DoLs
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	Exams Officer/IT Technician
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact Awarding Body and ask for replacement task; download again	DoLs/Exams Officer
Unable to access content	Make IT Technician aware of key dates so they have availability to support	Share assessment calendar with IT Technician	Exams Officer/IT Technician
Absent Students			
Students absent for all or part of assessment (various reasons)	Plan alternative session(s) for students	Have second timetable available and intervention days in UTC calendar	DoLs/Exam Officer

Controlled Assessments Risk Management Strategy 2017-2018

Serious medical issues	Collate evidence from Doctor/consultant to apply for special dispensation	Assistant Principal (Pastoral) to ensure all supporting documents are copied and forwarded to the Exams Officer	Exams Officer/ DoLs/ Assistant Principal (Pastoral)
------------------------	---	---	---

Controlled Assessments Risk Management Strategy 2017-2018

Risks and Issues	Remedial action		Staff
	Forward Planning	Action	
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	All
Disruptive students during high control activities	Support member of staff to be available to remove students	Student removed to work in isolation	PLMs
Supervision			
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	Exams Officer to brief individual departments on the requirements of their assessments	All/Exams Officer
A suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged ahead of time for any controlled assessment session where a teacher is not supervising, in line with the Awarding Body's specification	Named supervisor on all assessments	Exams Officer

Controlled Assessments Risk Management Strategy 2017-2018

Risks and Issues	Remedial Action		Staff
	Forward Planning	Action	
Task Setting			
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	All
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	All
Tasks not written for parts of assessment	Assessment plan written in advance with all briefs check and in place	Subject leads to complete long and medium term plans	DoLs
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	Exams Officer

Controlled Assessments Risk Management Strategy 2017-2018

Students' 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	
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	
Loss of secure area keys	Spare keys kept in locked box in Reprographics Office	Keys and locked box in place	Exams Officer/Head of Centre/ Facilities Manager

** All tasks whether set by the Awarding Body or the Centre **must** be developed in line with the requirements of the specification.

Controlled Assessments Risk Management Strategy 2017-2018

Risks and Issues	Remedial Action		Staff
	Forward Planning	Action	
Deadlines			
Deadlines not met by students	<p>Ensure all students are briefed on deadlines and the penalties for not meeting them</p> <p>Ensure students are reminded of deadlines on a regular basis</p>	<p>Mark what students have produced by the deadline</p> <p>Seek guidance from Awarding Body on further action</p>	All
Deadlines for marking and/or paperwork not met by teaching staff	<p>Ensure teaching staff are given clear deadlines (prior to the Awarding Body deadline) to complete marking/paperwork</p> <p>DoL to monitor for each member of their department</p> <p>(Marks can then be processed and submitted ahead of Awarding Body deadlines)</p>	Seek guidance from Awarding Body	All DoLs
Risk and Issues	Remedial Action		Staff

Controlled Assessments Risk Management Strategy 2017-2018

Authentication			
Student fails to sign authentication form	Ensure all students 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 student and ensure authentication form is signed	All
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	All

Risks and Issues	Remedial Action		Staff
	Forward Planning	Action	
Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practising of marking Plan for sampling of marking during the practice phase	Arrange for re-marking	All DoLs

Controlled Assessments Risk Management Strategy 2017-2018

	DoL to monitor	Consult the Awarding Body's specification for appropriate procedures	
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 DoL to monitor	Check with the Awarding Body whether a later standardisation event can be arranged	Exams Officer/Subject Leads DoLs
Staff absence (sudden/long term)	Prepared documentation for extension of deadline	Exams Officer to liaise with Exam Board(s) to extend deadlines. Confirm deadlines with staff	Exams Officer