

## RISK ASSESSMENT & HAZARD IDENTIFICATION

<b>Risk &amp; Hazard</b>	<b>Action</b>	<b>Staff Responsible</b>
<b>Timetabling</b>		
Assessment schedule clashes with other activities.	Plan dates in consultation with subject teachers/school calendar/all other parties.	SLT/Exams Officer
Too many assessments close together.	Plan assessments in advance. Space assessments to allow candidates some time between assessments.	SLT/Subject Teachers
<b>Accommodation/Facilities</b>		
Insufficient classrooms to hold exams.	When number of candidates known plan rooms. Liaise with KMC if necessary.	Exams Officer
Insufficient desks for candidates.	When number of candidates known organise with KMC for borrowing/setting up of exam rooms with appropriate desks.	Exams Officer
<b>Downloading Awarding Body set tasks</b>		
IT system unavailable on day of assessment.	Download tasks well in advance of assessment.	Exams Officer
Teaching staff/assessors unable to access task details.	Test secure access rights in advance of every year and every session. Ensure appropriate teaching staff/assessors have access rights for the correct area of Awarding Body secure sites ahead of time.	Exams Officer/SLT
Loss of task details during transmission.	Download tasks well in advance of assessment. Report issue to Awarding Body for replacement. Download again.	Exams Officer

Absent Candidates		
Candidates absent for all, or part, of assessment.	Plan alternative session(s) for candidates.	Subject Teacher/Exams Officer
Candidates have scheduling clash for exams/assessment.	Look at candidate timetables well in advance. Provide alternative date where necessary and consult Awarding Body procedures for dealing with timetabling clashes.	Exams Officer
Control Levels for Task Taking		
Assessment is undertaken under incorrect level of control, time, resources, supervision, collaboration.	Ensure teaching staff know what level of control is acceptable. Provide training to teaching staff if required. Seek guidance from Awarding Body.	SLT/Exams Officer
Supervision		
Student study plan not provided.	Ensure teaching staff/assessors are aware of the need for study plans to be completed early in the course. Ensure candidates complete study plans and they are signed after every session.	Subject Teacher/ Assessor
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility.	Ensure teaching staff/assessors understand their responsibilities.	SLT/Exams Officer
Suitable supervisor has not been arranged for assessment where teaching staff/assessors are not supervising.	Suitable supervisor must be arranged for any controlled assessments in line with the Awarding Body specification.	Exams Officer
Task Setting		
Teaching staff/assessors fail to set tasks correctly.	Ensure teaching staff/assessors understand task setting. Seek guidance from the Awarding Body.	SLT
Assessments not moderated as per Awarding Body specification.	Check specification and plan required moderation. Seek guidance from the Awarding Body.	SLT/Exams Officer
Security of Materials		
Assessment tasks not kept secure before assessment.	Ensure teaching staff understand importance of task security. Request/obtain different assessment tasks.	SLT/Exams Officer
Candidates' work not kept secure during or after assessment.	Ensure each department understands appropriate level of security in line with Awarding Body requirements.	SLT/Exams Officer
Insufficient or insecure storage space.	Look at provision in advance. Find alternative space.	Exams Officer

Deadlines		
Deadlines not met by candidates.	Candidates to be briefed well in advance of deadline dates and penalty for not meeting them. Mark what candidates have produced and seek guidance from Awarding Body on further action.	Subject Teacher/Assessor/ Exams Officer
Deadlines for marking not met by teaching staff/assessors.	Ensure all teaching staff/assessors given clear deadlines prior to Awarding Body deadlines so Exams Officer can process and send off.	Exams Officer
Authentication		
Candidate fails to sign authentication form.	Ensure all candidates have authentication form to sign and attach to work when completed. If not completed, find candidate and ensure form is signed.	Subject Teacher/Exams Officer
Teaching staff/assessors fail to complete the authentication forms.	Ensure all understand the importance of filling in authentication forms. Return form to staff for signing. Ensure forms are signed as work is marked and not at the end of the season.	SLT
Marking		
Teaching staff/assessors interpret marking schemes incorrectly.	Ensure appropriate training/information is given. Arrange for re-marking. Consult Awarding Body.	SLT/Exams Officer
Centre does not run standardisation activity as required by the Awarding Body.	Plan how this activity will be conducted. Check with the Awarding Body whether a later event can be arranged.	SLT/Exams Officer
Fire Alarm		
Fire Alarm sounds during examination.	Ensure all invigilators are aware of the evacuation procedures and that all fire exits are kept clear.	Exams Officer/ Invigilators
During Exam		
Candidate refusing to comply with Awarding Body standard exam regulations for behaviour.	Ensure all candidates and invigilators are aware of regulations before exam. More than 1 invigilator in exam room. Lead Invigilator to have mobile phone to contact Exams Officer. Inform Awarding Body as per their regulations.	Exams Officer
Blocked walkways in classrooms.	Ensure all students leave bags outside the classroom or place in the front of the room in an allocated space.	Invigilators