



## **ENERGY COAST UTC**

### **CONTROLLED ASSESSMENTS RISK MANAGEMENT STRATEGY**

**2022 - 2025**

Policy Reviewed: May 2022

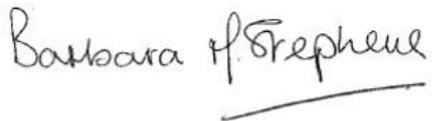
Policy Approved: May 2022

Next Review: May 2025



## Controlled Assessments Risk Management Strategy 2022-2025

**Approved:** Full Governing Body

**Signed:** 

**Date:** May 2022

**Date for Review:** May 2025

**Revision History:**

Revision History			
Revision	Date	Owner	Summary of Changes
1	July 2016	LM	Updated content
2	May 2017	ICR	Updated content
3	April 2019	CBT	Updated content
4	May 2022	KAW	Updated content
5			

## Controlled Assessments Risk Management Strategy 2022-2025

Risks and Issues	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 on the whole school calendar)	HoD/SLT to liaise and plan dates in consultation with UTC calendar – negotiate with other parties	SLT/HoDs
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	HoDs
Change of staff mid-course	Complete handover between members of staff	New member of staff to moderate coursework marks for member of staff leaving	HoDs
<b>Accommodation</b>			
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	HoDs/Exams Officer

## Controlled Assessments Risk Management Strategy 2022-2025

Insufficient space in classrooms for students	Careful planning ahead and booking of rooms / Centre facilities	SIMS operator to be made aware of room requirements	HoDs/Exams Officer
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.	HoD/ Geography teacher

Risks and Issues	Remedial Action		Staff
	Forward Planning	Action	
<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	Exams Officer/HoDs
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 Network Manager
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact Awarding Body and ask for replacement task; download again	HoDs/Exams Officer

## Controlled Assessments Risk Management Strategy 2022-2025

Unable to access content	Make IT Network Manager aware of key dates so they have availability to support	Share assessment calendar with IT Network Manager	Exams Officer/IT Network Manager
<b>Absent Students</b>			
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	HoDs/Exam Officer
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/ HoDs/ Assistant Principal (Pastoral)
<b>Risks and Issues</b>	<b>Remedial action</b>		<b>Staff</b>
	<b>Forward Planning</b>	<b>Action</b>	
<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	All

## Controlled Assessments Risk Management Strategy 2022-2025

Disruptive students during high control activities	Support member of staff to be available to remove students	Student removed to work in isolation	Pastoral Team
<b>Supervision</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	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 <b>not</b> 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
<b>Risks and Issues</b>			
	<b>Remedial Action</b>		<b>Staff</b>
	<b>Forward Planning</b>	<b>Action</b>	
<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	All

## Controlled Assessments Risk Management Strategy 2022-2025

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	HoDs
<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	Exams Officer
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	Exams Officer
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Find alternative storage within the centre	Exams Officer
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 2022-2025

Risks and Issues	Remedial Action		Staff
	Forward Planning	Action	
<b>Deadlines</b>			
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 staff
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>HoD to monitor for each member of their department and standardise (Marks can then be processed and submitted ahead of Awarding Body deadlines)</p>	Seek guidance from Awarding Body	All staff HoDs
Risk and Issues	Remedial Action		Staff

## Controlled Assessments Risk Management Strategy 2022-2025

Authentication			
Student fails to sign authentication form	<p>Ensure all students have authentication forms to sign</p> <p>Ensure that the authentication form is securely attached to their work when it is completed and handed in for marking</p>	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	<p>Return the authentication form to the teacher for signature</p> <p>Ensure authentication forms are signed as work is marked</p>	All

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

## Controlled Assessments Risk Management Strategy 2022-2025

	HoD to monitor and standardise	Consult the Awarding Body's specification for appropriate procedures and moderation materials	
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  HoD to monitor	Check with the Awarding Body whether a later standardisation event can be arranged	Exams Officer/ HoDs
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

Risks and Issues	Remedial Action		Staff
	Forward Planning	Action	
<b>Exams</b>			
Exams Officer absence (sudden/long term)	Prepared contingency plan in place in case of Exams Officer absence	Vice Principal/Exams Officer/Office Manager to liaise re: contingency plan	Vice Principal/Exams Officer/Office Manager