



Controlled Assessment Risk Management Procedure

| Document History and Version Control | |
|--------------------------------------|----------------|
| Summary | |
| Version Number | 1.0 |
| Last Amendment | September 2017 |
| Approval | Deputy Head |
| Approval Date | September 2016 |
| Review Date | September 2018 |

| 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 | HoD |
| 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 | HoD |
| | | | |
| | | | |
| | | | |
| 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 | HoD |
| Insufficient facilities for all candidates | Careful planning ahead and booking of rooms / centre facilities | | HoD |
| | | | |
| | | | |
| | | | |

| Example risks and issues | Possible 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 | 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 | EM |
| Loss of task details in transmission | Download tasks well ahead of scheduled assessment date | Contact awarding body and ask for replacement task; download again | EM |
| | | | |
| | | | |
| | | | |
| Absent candidates | | | |
| Candidates absent for all or part of assessment (various reasons) | Plan alternative session(s) for candidates | | HoD |
| | | | |
| | | | |
| | | | |

| Example risks and issues | Possible 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 | HoD/EM |
| | | | |
| | | | |
| | | | |
| Supervision | | | |
| 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 | HoD |
| 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 | | HoD |
| A suitable supervisor has not been arranged for an assessment where teaching staff are not 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 | | EM |
| | | | |
| | | | |
| | | | |

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

| Example risks and issues | Possible 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 | HoD/EM |
| 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 | HoD/EM |
| | | | |
| | | | |
| | | | |
| 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 | EM |
| 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 | HoD |
| Insufficient or insecure storage space | Look at provision for suitable storage at the start of the GCSE course | Find alternative storage within the centre | HoD |
| Staff Malpractice | All assessment material made available to teaching staff at Wood Green School is to be solely and exclusively used for the proper assessment of students at Wood Green School. | The Head of Centre decides if any matter is to be investigated, how the investigation is to be conducted and over what timeframe. The Head then examines the evidence and decides if an Awarding Body is to be informed. | HT |

| | | | |
|-------------------|--|--|----|
| Plagiarism | All assessment material presented for assessment at Wood Green School must be produced under the strictly controlled conditions dictated by the school | | HT |
| | | | |

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

| Example risks and issues | Possible remedial action | | Staff |
|--|--|---|--------|
| | Forward planning | Action | |
| 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 | HoD/EM |
| 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 | EM/DH |
| | | | |
| | | | |
| 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 | HoD |
| 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 | HoD |
| | | | |

