

# Thomas More Catholic School



## Examination Policy

### Thomas More Catholic School Values

**To Care** for, respect and value all people and our environment.

**To Learn** that justice and love are the foundations of our Faith.  
To make these the guiding principles of our community in its  
commitment to academic excellence and personal integrity.

**To Achieve** beyond our highest expectations, creating challenging opportunities, which take us all confidently through the 21<sup>st</sup> Century.

<b>Date Reviewed</b>	<b>3<sup>rd</sup> December 2018</b>
<b>Review Confirmed by</b>	<b>Full board of Governors</b>
<b>Next Review Due</b>	<b>December 2019</b>

## **Rationale and Purpose**

The purpose of this policy is to:

- ensure the planning and management of examinations and assessments is conducted efficiently and in the best interest of candidates.
- ensure that the operation of an efficient examination and assessment system for all parties.

It is the responsibility of everyone involved in the centre's examination and assessment system to read, understand and implement this policy

## **Practices**

### **The statutory tests and qualifications offered**

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Head of Department and the senior leadership team (SLT).
- The statutory tests and qualifications offered include: GCE A and AS levels, GCSE, OCR Nationals and Technicals, CIDA/DIDA, BTEC (Level 1/2/3).
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Heads of Department (HODs) must inform the Examination & Assessment Officer (EAO) by the end of the summer term annually.

## **Exam seasons and timetables**

### **Exam seasons**

- The schedule for internal exams is published in the School calendar.
- External exams are scheduled in November, January, May and June.
- GCSE/GCE/BTEC and NCFE exams are scheduled throughout the year.
- All internal exams are held under external exam conditions wherever possible.

## **Timetables**

- The Deputy Head and EAO will circulate the exam timetables for both external and internal exams once these are confirmed.

## **Entries, entry details, late entries and retakes**

### **Entries**

- Candidates are selected for their exam entries by the subject teachers, HODs and Deputy Head.
- A candidate or parent/carer can request a subject entry in a minority subject – e.g. a foreign language which is their native tongue. These exams will be taken when the student is in Year 11 unless there are special circumstances agreed by the Deputy Head.
- The school limits the number of early entries at GCSE to ensure pupils have the maximum time for learning and for intellectual development to be maximised. The centre does not accept entries from external candidates.

### **Late entries**

- Entry deadlines are circulated to HODs via email and post.
- All late entry requests are to be submitted to the Deputy Head for consideration. If authorized, she will instruct the EAO to make the entry. The cost of the late fee will be charged to the Department budget.

### **Exam fees**

- GCSE, BTEC, Nationals, AS and A2 initial registration and entry exam fees are paid by the centre.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements unless written medical evidence, or an explanation acceptable to the Deputy Head, is provided.
- Reimbursement will be sought from candidates who choose to leave a course after a registration fee has been paid.
- The Fees schedule for each Exam Board will be available to students and parents on request.
- Late entry or amendment fees are paid by the Department or candidates depending on the circumstances.
- Candidates or Departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- The fees for any units to be retaken at the request of the candidate are to be paid by the candidate
- Candidates must pay the fee for an enquiry about a result and this will be refunded if the enquiry results in a change of grade.

## **The Disability Discrimination Act (DDA), special needs and access arrangements**

### **DDA**

- The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special needs**

- A candidate's special needs requirements are determined by the educational psychologist / SEN department.
- The SEN department will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SEN department can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **Access arrangements**

- Making special arrangements for candidates to take exams is the responsibility of the SENCO and SEN department. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- All applications must be notified to the EAO by 21 February at the latest.
- Rooming for access arrangement candidates will be arranged by the SEN department with the EAO.
- Invigilation and support for access arrangement candidates will be organised by the SEN department and the EAO.

## **Managing invigilators and exam days**

### **Managing invigilators**

- External invigilators will be used for all exam supervision.
- The recruitment, training and deployment of invigilators is the responsibility of the EAO.
- Securing the necessary DBS clearance for new invigilators is the responsibility of the Business Manager.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the EAO.
- Invigilators' rates of pay are set by the Business Manager.
- All new invigilators are required to be observed during the first six months and annually thereafter to ensure assessment regulations are being followed.

- Existing invigilators should be observed at least once a year and will be subject to a ‘training’ session each academic year.

### **Exam days**

- The EAO will book all exam rooms after liaison with other users (PA keeps Main Hall timetable) and make the question papers, other exam stationery and materials available for the invigilators.
- Site and Premises are responsible for setting up the allocated rooms – EAO to liaise.
- The Deputy Head will start all exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of ‘internal’ exam to assist with identification of candidates but must not advise on which questions are to be attempted – no subject staff present for public examinations.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.
- Papers for all exams (public and internal) will be given to EAO immediately after each exam

### **Candidates, clash candidates and special consideration**

#### **Candidates**

- The centre’s published rules on acceptable dress, behaviour and candidates’ use of mobile phones and all electronic devices apply at all times – candidates receive ‘Pupil Information Booklet’ at the start of all exam periods with rules and regulations.
- Candidates’ personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Mobile phones are not allowed in the exam room – failure to comply will result in disqualification from the paper or subject or even Exam Board.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- In internal exams if a student is disruptive a malpractice statement will be completed by the member of staff, or invigilator, witnessing the disruption. The student will also be requested to complete a statement detailing what happened and the reason for it at the end of the examination. The Deputy Head will review all statements and take action that is deemed appropriate to the circumstances.
- Candidates are NOT allowed to leave the exam room except in exceptional circumstances, in which case an invigilator/ member of staff must accompany them. It is not expected that any candidate will leave the room within ONE HOUR of the

start or before the end of an exam. If there is a medical reason for frequently leaving the room then this must be advised to the SENCO and EAO at the earliest opportunity and supported by written medical evidence wherever possible.

- EAO/Main Office are responsible for contacting candidates who are late for their exams, or do not turn up at all.

### **Clash candidates**

- The EAO will be responsible as necessary for identifying any escorts, identifying a secure venue and arranging any overnight stays. If possible, 'clash' candidates will be accommodated in a single day.

### **Special consideration**

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre immediately – contact Deputy Head and EAO.
- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor – EAO to action.
- The EAO will then complete a 'special consideration form' on line to the relevant awarding body within seven days of the exam.

### **Coursework and appeals against internal assessments**

- Candidates who have to prepare portfolios should do so by the end of the centre-defined date – EAO to put dates on Exam Noticeboard in staffroom
- Heads of Department will ensure all coursework is ready for despatch at the correct time and will keep a record of what has been sent when and to whom – Certificate of Posting to be obtained.
- EAO to liaise with HODs to input 'internally assessed' marks – two people always to input this information to the exam boards.

### **Policy - Reviews of marking - Centre Assessed marks**

**(GCSE controlled assessments, GCE coursework,**

**GCE and GCSE non-examination assessments and Project qualifications)**

**Thomas More Catholic School** is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be

marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. **Thomas More** is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

- **Thomas More** will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- **Thomas More** will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- **Thomas More** will, having received a request for copies of materials, promptly make them available to the candidate.
- **Thomas More** will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- **Thomas More** will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
- **Thomas More** will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- **Thomas More** will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- **Thomas More** will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- **Thomas More** will inform the candidate in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

### **Results, enquiries about results (EARs) and access to scripts (ATS)**

- **Results**

- Candidates will receive individual results slips on results days in person at the centre – any results not collected on the results day will be posted first class to their address after 1pm.
- Arrangements for the School to be open on results days are to be made by Deputy Head/EAO.
- The provision of staff on results days is the responsibility of the Headteacher.

### **Enquiries about Results - EARs**

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the Data Manager and EAO will investigate the feasibility of asking for a re-mark at the centre's expense
- Where a candidate applies to have an enquiry carried out, they will be required to pay in advance the amount charged by the awarding body – EAO to inform candidate of fees.
- Students given information about 'EARs' in Student Information Booklet which accompanies GCSE pack (sent home to parents before Easter).
- Any 'EARs' must be made in writing from parents to Head of Centre.
- Email/memo sent to HODs at beginning of term with information about 'EARs' with deadline. (JBR)
- After replies from HODs students involved must sign the 'declaration sheet' agreeing to the 'EAR' (EAO).  
(Targeting 3/4 border on behalf of department, but if parent/student requests 'EAR' cost must be by them)
- SBR to obtain CASH from parents for any 'EARs' not made through department before making 'EAR' on line then given to Finance Dept (EAO)
- 'EARs' made direct on line after 'consent sheet' returned from student. (EAO)
- EAR Table outlining all 'enquiries' and costs submitted to SLT – keep SLT up to date with outcome and costs. (EAO)
- Any results from 'appeals' reported to SMT, HOD and student direct. (copy of 'result' letter) (EAO)
- EAO to request return of any Certificates for updating and liaise with Exam Board for new Certificates.

### **Access to Scripts - ATS**

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. They will be required to pay in advance the amount charged by the awarding body.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The cost will be charged to the Department budget.
- GCSE re-marks cannot be applied for once a script has been returned.



## **Certificates**

- When all certificates are in school EAO writes to students asking them to collect their certificates – they cannot be posted - they must be collected and signed for. (In exceptional circumstances certificates may be posted by recorded delivery).
- Certificates may be collected on behalf of a candidate by a third party, provided they have been suitably authorised in writing to do so or they can show the letter from EAO.
- Certificates may be withheld from candidates who owe fees.
- The centre retains unclaimed certificates for up to 2 years – EAO informs students to collect certificates and then they are shredded in accordance with JCQ regulations.

## **Examination Contingency Plan**

- This section refers to advice from JCQ, see: [www.gov.uk/government/publications/exam-system-contingency-planengland-wales-and-northern-ireland](http://www.gov.uk/government/publications/exam-system-contingency-planengland-wales-and-northern-ireland).
- This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.
- In the absence of any instruction from the relevant awarding organisation we will assume that any exam or timetabled assessment should take place if it is possible for it to do so.
- In the event of a fire alarm or bomb alert sounding (or any other emergency situation arising) during an examination, the first priority of the invigilators is to preserve life. The next priority is to ensure the security of the examination.
- In the event of an emergency or fire alarm sounding, a member of the SLT will assess the situation and give further instructions in the exam rooms. If evacuation of the examination is necessary the following procedures will apply:

## **Emergency Evacuation Procedures**

### **Emergency evacuation procedure for examinations**

**When dealing with emergencies you MUST be aware of instructions from relevant local or national agencies.**

**Reference should also be made to the following document –**

S:\SharedAreaStaff\SLT\Policies\Policy Documents\TMCS Statutory Policies\TMCS Examination Policy Autumn 2018-19.docx

The invigilator **MUST** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop the candidates from writing – SLT will advise.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority/SLT.
- Advise candidates to leave all questions papers/scripts/pens/pencils etc in the examination room.
- Candidates should leave the room quickly, orderly and IN SILENCE.
- Make sure that the candidates are closely supervised while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination when returning to exam.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination – this would be under the direction of SLT.
- Make a full report of the incident (Head of Centre) and of the action taken and send to the relevant awarding body. (EAO)

## **MOBILE PHONE/SMART WATCH POLICY**

### **AIM**

We aim to conduct all examinations with high professionalism for all students and deal with any incidents of mobile phones/smart watches in all exams in a professional manner. All mobile phones/smart watches are banned from exam rooms and ensure that any cases of malpractice involving mobile phones/smart watches are reported to the Awarding Bodies following strict guidelines at all times.

### **OBJECTIVES**

To ensure that all incidents of \*mobile phones, iPods, smart watches, MP3/4 players or potential technological/web enables sources of information are dealt with in a professional manner.

To report any of the above incident to Awarding Bodies following the correct procedure.

### **The need for a Policy**

The possession and use of mobile phones/smart watches etc by candidates is now extensive. A Policy has become necessary as Britain has experienced growing problems caused by the possession and inappropriate use of these devices during examination periods.

### **To whom the Policy applies**

To all candidates taking any 'internal' or 'public' examinations from Year 7 to Year 13, any external candidates and invigilators/TAs at Thomas More Catholic School.

### **Policy Statement**

TMCS believes that the use of mobile phones/smart watches and any of the \*aforementioned devices in any examination room would be considered as malpractice and an infringement of the JCQ rules and regulations as stated in the ICE Booklet and may result in disqualification.

For this reason the following restrictions will apply:

- 1) Mobile phones/smart watches and any of the \*aforementioned devices are not allowed to be taken into any examination room by any candidates sitting 'internal' or 'public' examinations.
- 2) The use of mobile phones/smart watches and any of the \*aforementioned devices by Invigilators is not permitted during examinations (only in case of emergency).
- 3) These restrictions apply to ALL 'internal' and 'public' examinations conducted in TMCS.

***TMCS will accept no responsibility for the safeguarding of any such electronic equipment brought into school on examination days,***

### **Responsibilities**

#### **Head of Centre:**

- Overall responsibility for the School as an exam centre.
- External validation of courses followed at key stage 4 / post-16.

#### **Deputy Head**

- Delegated responsibility as Head of Centre.
- Line Leader for the Examination and Assessment Officers.
- Ensures that all candidates have been effectively prepared for examinations.
- Evaluation of examination operations.

- Use the secure key to access the Examination cupboard
- Check the papers before giving to students
- Read the Exam protocol at the start of all exams
- Say a prayer to calm students

## **Examination and Assessment Officers**

- Accountable for the safe and secure conduct of public and internal exams, and controlled assessments.
- Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions
- Liaise with subject leaders to construct and coordinate annual examination and assessment arrangements
- Map annual resources to accommodate examination and assessment requirements liaising with relevant staff to resolve issues requiring specific facilities e.g. rooms, IT networks etc
- Construct and publish an examination calendar for all staff and parents for each set of exams – public and internal.
- Advises SLT, HODs and subject leaders, SEN and other relevant support staff on examination and assessment timetables and the application of procedures as set by the various exam boards.
- Responsible for reporting all suspicions or actual incidents of malpractice to the Head of Centre. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Ensures candidates and parents are informed of and understand those aspects of the exam timetable that will affect them.
- Enter students for all units and cash in codes before the published deadlines.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines. Submit marks to awarding bodies via EDI or direct with exam board.
- Provide detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Liaise with SENCO regarding access arrangements – SENCO to make applications for special consideration. *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Accounts for income and expenditures relating to all exam costs/charges.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation Data Manager/SLT any appeals/re-mark requests.
- Manage and maintain systems and processes to support the timely entry of candidates for their exams.

## **Heads of Department**

- Ensure the EAO is informed of entries for all units (controlled and/or external assessments) by requested deadlines.
- Follow checking procedures to ensure accuracy of entries before they are sent to the Exam Boards.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment and the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to
- Meet local circumstances, in line with awarding body specifications and control requirements
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Ensures candidates receive information, advice and guidance on exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of entry, coursework declaration sheets and all other forms adhering to deadlines. Ensure that learners and assessors sign authentication forms on completion of an assessment
- Tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule

## **Teachers**

- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

## **SEN department**

- Ensure access arrangements have been applied for before the published deadline.
- Work with teaching staff to ensure requirements for support staff are met.
- Notification of access arrangements (as soon as possible after the start of the course).
- Administration of access arrangements
- Identification and testing of candidates' requirements for access arrangements
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims

## **Senior invigilator/invigilators**

- Adherence to the rules and regulations required by the JCQ as set out in their “Instructions for Conducting Examinations” booklet (ICE)– a copy will be available in each exam held and all invigilators will receive
- Collection of all exam papers in the correct order at the end of the exam and their return to the EAO.

## **Candidates**

- Confirmation and signing of entries
- Arrival at School well in time for each exam scheduled on their statement of entry
- Resolve any queries on their Statement of Entry by checking carefully all details and exams scheduled - ensure their HOD and EAO is aware of any exam they will not be taking that may be shown.
- Ensure all fees for retakes are paid to the School before the deadline set – failure to comply will result in penalty fees charged by the awarding bodies being passed on to the student and may also result in entries not being made.

## **Administrative staff**

- Support EAO with any necessary exam procedures.
- When candidate is ill or absent – ring home with relevant information or to request student to attend.
- When EAO absent – to arrange sending of exam papers with Post Office.

## **Evaluating, Monitoring and Review**

The Examination policy and practices will be regularly monitored by the Deputy Head and EAO. The EAO will meet the Deputy Head regularly to decide priorities and review exam procedures.



## Risk Assessment

<b>Risk</b>	<b>Early warning</b>	<b>Control to prevent</b>	<b>Control to resolve</b>
Invigilator does not turn up	Phone call or email to EO	Invigilators have personal timetables	On half days SLT or EO to cover – On full days EO to phone around for extra invigilator
Fire alarm goes off		Invigilators have emergency procedures in Training Booklet	SLT/EO to assist in maintaining security of exam. Allocate specific area for exams. Follow 'emergency' procedures
Student taken ill during exam			Invigilator aware of policy, first aider on call. EO to be informed - If removed from Exam Hall under supervision at all times. Special Consideration may be given for all students.
Bad weather or transport problems	Weather report	Possible delay to start of exam	Delay start, contact AB, isolation of candidates if late and hold staggered sessions if necessary. Special Consideration possible.
Students do not turn up for exam	Contact Reception – phone call home	Candidate timetables/Pupil Information Booklet and information from subject teachers	? How late – follow procedures if 'very late' – inform AB. Where do they sit and who invigilates – may need extra supervision – EO to assist or FLC
Students turn up who are not entered		SLT/Invigilators check entry checklists from EO are correct as attendance registers from AB may not be correct	Contact HOD to double check entry – if entry confirmed EO to seat student, give paper, amend attendance register and make entry – charge to Department
Cheating in the room	Invigilator reports problem	Warning to candidate from SLT	Invigilator aware of policy, SLT on-call to deal with malpractice issue  EO to contact AB if necessary.
Disruption in the room	Invigilator reports problem	Warning to candidate – contact SLT - maybe EO to re-room	Invigilator aware of policy, SLT/EO on-call to deal with malpractice issues



		problem student – under supervision	
Late arrivals	Phone call or just turn up late	Candidate timetable – dates and times	Invigilator aware of policy. Complete Late arrivals form.
EO does not turn up	Phone call or email	Other EO takes over with help of SLT	As there are 2 EOs – they would cover each other – SLT to help
Exam room flooded	Check room, or invigilator reports problem	Regular premises checks	Find alternative accommodation. Special Consideration – contact EO – contact AB
Wrong entry made – incorrect paper		Subject teachers/HOD's ensure entry checklists are correct	Contact AB for copy of paper if necessary. Provide exam paper, seat and amend entry.
EO leaves/long term sick	Notification from EO	Regular meeting with line manager	Second EO – SLT to support
Damage to EOs office		Regular premises checks	Move to staff room or alternative office – possibly Main Reception
System failure or power cut			Contact IT support or electrician. Contact AB to inform entries/papers may be late. Alternative site?
Receiving inaccurate or late entry information		Subject teachers/HOD's ensure entry checklists are correct and on time.	Charge late fee to department. If recurring problem - see SLT?
Change of syllabus and no notification	Pre-release material does not arrive. Materials arrive that are not expected.	Subject teachers/HOD's ensure entry checklists are correct.	Contact AB

HOD long term sick or leaves	Resignation or sick note.		2 <sup>nd</sup> in charge to take over with support of SLT
AB communications systems fail	Papers do not arrive, on-line systems incorrect, difficult to contact by telephone.		Contact AB to report problem. Give extra time for checking. May need to contact JCQ!

## Example Risk Assessment Form (for examination procedures)

NAME:.....

DATE:.....

	Activity	Adverse occurrence /dependency	Adverse outcome	Likelihood 1 - 3	Severity 1 - 3	Control measures	Person responsible	Results
1	Absence of exams officer due to illness on exams day	Second EO/DHT has code to keys for exam store – EO is aware of seating plans, clashes, any special requirements	Exam papers unavailable, delayed start	2	3	All keys kept in safe box	<ul style="list-style-type: none"> <li>EO</li> <li>DHT</li> <li>Head of centre</li> </ul>	
2	Computer malfunction	Exam entries, amendments cannot be made by EDI	AB deadlines cannot be made	1	3	Notify IT Manager – entries made ahead of deadline by EO	<ul style="list-style-type: none"> <li>EO</li> </ul>	
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts spoiled	1	3	Invigilators are aware of fire procedure; Adequate fire alarms	<ul style="list-style-type: none"> <li>EO</li> <li>Head of centre</li> <li>Site mgr</li> </ul>	
4	Non-receipt of exam papers	Unable to hold exam - delayed start	Delays and upset to students	1	3	Check paper receipt well in advance – contact exam boards in good time	<ul style="list-style-type: none"> <li>EO</li> </ul>	
5	Human error	Candidates entered for incorrect tier	Affects student grade	1	3	Check of procedures by student (statement of entry) and staff (exam candidate lists) should avoid this – EO to confirm entries	<ul style="list-style-type: none"> <li>EO</li> <li>Head of department</li> <li>Student</li> <li>SEN</li> </ul>	

