

## Budmouth College Non-Examination Assessments - Risk Management Process

Example risks and issues	Possible remedial action		Staff
	Forward planning	Actions	
<b>Timetabling</b>			
Co-ordinations of Non Examination Assessment (NEA) schedule for each year group at Key Stages 4 and 5	Plan/establish priorities well ahead – summer term of previous academic year, prior to Calendar deadline.	Plan dates in consultation with school calendar – negotiate with other Learning Leaders.  Complete Assessment Plan for each course.	Learning Leaders (LLs) ARB (Vice Principal) Senior Exams Officer
Too many NEAs close together across GCSE or AS/A level subjects	Plan non-examination assessments so they are spaced over the duration of the course in Years 10 and 11 (Key Stage 4).	Consult the most up-to-date College Calendar and liaise with other LLs and Exams Office.	LLs, Senior Exams Officer
NEA schedule clashes with other activities	Plan/establish priorities well ahead – summer term of previous academic year, prior to Calendar deadline.	Plan dates in consultation with school calendar – negotiate with other staff.  Monitor on-going changes to College Calendar, review timings of NEAs and re-schedule accordingly.	LLs, ARB (Vice Principal) Senior Exams Officer
College closures	Autumn/Spring term NEAs may be affected by unavoidable closure to students e.g. bad weather, strike action.	Review NEA timetable for other subjects and re-schedule after consultation with College Calendar and Exams Office.  Amend Assessment Plan accordingly.	Learning Leaders ARB (Vice Principal) Senior Exams Officer
<b>Accommodation</b>			
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.  Re-room lesson to utilise accommodation available most effectively.	Learning Leaders ARB (Vice Principal) Senior Exams Officer
ICT access required	Book facilities appropriate for NEA task.	Identify ICT needs and book ICT rooms or laptops accordingly	LLs, Senior Exams Officer

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<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	Senior Exams Officer
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 non-examination assessment schedule	Senior Exams Officer
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Contact awarding body and ask for replacement task; download again.	Senior Exams Officer
<b>Absent candidates</b>			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Consult College Calendar and liaise with other staff to re-schedule	LLs
<b>Deadlines</b>			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines as per the Assessment Plan and the penalties for not meeting them	Mark what candidates have produced by the deadline. Refer to guidance from awarding body on further action.	Teacher, LLs
Deadlines for marking and/or paperwork not met by teaching staff	Ensure teaching staff are given clear deadlines to complete marking/paperwork to allow data processing and submission by awarding body deadline.	Assessment Plan shared with relevant staff. Deadlines issued via email and Dept Meetings Exams Office deadlines published on College Calendar with key date/reminder emails.	LLs Senior Exams Officer

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<b>Supervision</b>			
Student study diary/plan not provided or completed (if required)	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	LLs
Teaching staff do not understand that the supervision of non-examination assessments is their responsibility	Ensure teaching staff fully understand the nature of non-examination assessments and their role in supervising assessments	Training given via Dept Meetings	LLs
A suitable supervisor has not been arranged for an assessment where teaching staff are <b>not</b> supervising	A suitable supervisor must be arranged for any non-examination assessment session where a teacher is not supervising, in line with the awarding body's specification.	Exams Office to book invigilator as per guidance. Cover Manager to liaise with LL and Exams Office before allocating Cover Supervisor to NEA.	LLs, Senior Exams Officer, Cover Manager
<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	Use Dept Meeting time to identify each NEA and specific task requirements. Liaise with Exams Office. Seek guidance from the awarding body.	LLs
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 e.g. Subject Officer.	LLs

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<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	LLs, Senior Exams Officer
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	Refer to College NEA policy and seek guidance from the awarding body	Teacher, LLs
Insufficient or insecure storage space	Look at provision for suitable storage at the start of the GCSE course	Make additional arrangements with Exams Office.	LLs, Senior Exams Officer
<b>Authentication</b>			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign	Issue forms to staff for classes to sign. Securely attach form to work when it is completed.	LLs Teacher
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	LLs Teacher
<b>Marking</b>			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking Plan for sampling of marking during the practice phase	Schedule additional marking standardisation time e.g. Dept Meeting Consult the awarding body's specification for appropriate procedures	LLs LLs
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	Check with the awarding body whether a later standardisation event can be arranged	LLs