

ATS Non-Examination Assessment Risk Management 2020-21

Risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities for all subjects or lines of learning	Plan dates in consultation with school calendar via email and in negotiation with subject leaders – curriculum team and HoM meeting HoH – pastoral team meeting SLT – SLT circulation	SLT i/c Exams – VC SLT i/c Calendar - JHS
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Schedule assessments to distribute work load of candidates Plan dates in consultation with school calendar via email and in negotiation with subject leaders – curriculum team and HoM meeting HoH – pastoral team meeting SLT – SLT circulation	Subject Leaders SLT i/c Calendar - JHS SLT i/c Exams - VC
Candidates require TA support	Subject leaders/teachers liaise with SENCo	Lead TA to allocate TA support	SENCo – GC Lead TA –TY Exams officer - NJA
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct non-examination assessment	Use more than one classroom where necessary Use cover supervisors and external invigilators to invigilate additional rooms TAs to support candidates with concessions	Subject teachers and leaders – all staff Cover manager – PC Exams officer - NJA SENCo – GC
Insufficient facilities for all candidates	Identify early and plan to hire/borrow additional equipment/resources. Schedule group use of facilities.	Create and publicise schedule for pupils to access facilities.	Subject teachers and leaders – all staff Exams officer - NJA Site team

ATS Non-Examination Assessment Risk Management 2020-21

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	Exams officer – NJA ICT Manager - MH
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	Exams officer – NJA ICT Manager - MH
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	Exams officer – NJA
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates	Create a revised candidate specific assessment plan	Subject leader
Candidates have a scheduling clash for exams or assessment	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date where necessary and consult awarding body procedures for dealing with timetabling clashes N.B. re-sitting of non-examination assessments are limited and paid for by candidate/parents/carers.	Exams officer – NJA Subject Leaders

ATS Non-Examination Assessment Risk Management 2020-21

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	<p>Ensure appropriate JCQ guidance is distributed to all teaching staff.</p> <p>Ensure appropriate awarding body guidance is distributed to all teaching staff.</p> <p>Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required.</p>	Seek guidance from the awarding body	<p>SLT i/c Exams - VC</p> <p>Exams officer – NJA</p> <p>Subject leaders</p> <p>Subject Line Managers</p>
Supervision			
Teaching staff do not understand supervision of non-examined assessment is their responsibility	Ensure teaching staff understand nature of non-examined assessment and their role in supervision. Provide hard copy of Non-Examination Policy and discuss details of this with the teacher.		<p>Subject leaders</p> <p>Subject Line Managers</p>
Suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any non-examined assessment where a teacher is not supervising, in line with the awarding body specification.	Members of the school's administrative team and SEND department are trained to undertake supervision in unforeseen circumstances.	<p>Exams officer – NJA</p> <p>SENCo – GC</p> <p>Office manager - CS</p>

ATS Non-Examination Assessment Risk Management 2020-21

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Task setting			
Teaching staff fail to correctly set tasks	Ensure teaching staff understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	Subject leaders Subject Line Managers
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	Subject leaders Subject Line Managers SLT i/c Exams - VC
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Subject leaders Subject Line Managers
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	Subject leaders Subject Line Managers
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	Exams officer – NJA

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

ATS Non-Examination Assessment Risk Management 2020-21

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	Teaching staff and subject leaders
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of deadlines	Seek guidance from awarding body	Examinations officer Subject leaders Subject Line Managers
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	Teaching staff and subject leaders
Teaching staff fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	Subject leaders
Malpractice and/or plagiarism			
Malpractice by the candidate	Ensure all candidates are instructed by the teacher about the types of malpractice/plagiarism and subsequent penalties and sanctions prior to commencing non-examination assessment.	Undertake a full investigation, as detailed in JCQ publications and on advice by awarding body. Where appropriate schedule an alternative non-examination assessment task.	Teaching staff and subject leaders SLT Exams Officer

ATS Non-Examination Assessment Risk Management 2020-21

	<p>SLT to emphasise the severity of malpractice and plagiarism and the resultant sanctions and circulate to all candidates JCQ guidance on malpractice and plagiarism at the beginning of the academic year.</p> <p>On submission of candidates work, subject teachers and leaders to run all candidates NEA work through plagiarism checker software</p>		<p>SLT i/c Exams – VC</p> <p>Teaching staff and subject leaders</p>
Malpractice by school staff	Distribute in a timely manner all relevant JCQ publications to teachers, invigilators and support staff.	Undertake a full investigation, as detailed in JCQ publications and on advice by awarding body.	<p>Teaching staff and subject leaders</p> <p>Subject Line Managers</p> <p>SLT</p> <p>Exams Officer</p>

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Marking			
Teaching staff interpret marking descriptions incorrectly	Ensure appropriate training and practising of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure.	Subject leaders
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	<p>Subject leaders</p> <p>Subject Line Managers</p>