

Risk Management Plan for Examination Procedures – Chorlton High School 2023-24

Risk	Control to prevent	Early warning	Control to resolve
Invigilator does not turn up.	Book extra invigilators for incredibly busy days.	Phone call from agency.	On busy days request emergency invigilator from agency or internal staff to cover where available.
Fire alarm goes off.	N/A	N/A	Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Allocate specific area outside for exams evacuation.
Student taken ill during exam.	Ensure that mentors make EO aware of any student illness.	Possibly a call/letter from parent warning of student feeling unwell.	Invigilator aware of policy, first aider on call. Special Consideration for all students.
Bad weather or transport problems.	Possible delay to start of exam.	Weather report	Delay start, contact AB, isolation of candidates if late and hold staggered sessions if necessary. Special Consideration.
Students do not turn up for exam.	Student timetables, info on website/social media and information from subject teachers and CLs.	N/A	Mentors chase up late attendees and attendance to collect students if possible/necessary. Action plan for 'vulnerable' students put into place.
Students turn up who are not entered.	Subject teachers/CLs ensure entry checklists are correct.	N/A	Find a paper, seat them, amend attendance list and make late entry.
Cheating in the room.	Warning to candidate and information from tutor.	Invigilator reports problem.	Invigilator aware of policy, SLT to deal with malpractice issue.
Disruption in the room.	Candidates informed of exam regulations through assembly, form tutors, website and email.	Invigilator reports problem.	Invigilator aware of policy, SLT on-call to deal with malpractice issues.
Late arrivals	Candidate timetable and information from tutors.	Phone call or just turn up late.	Invigilator aware of policy. Complete Late Arrivals form.
EO does not turn up on any day of the year.	Regular meetings with line manager/data managers. Data managers are aware of processes on exam day and are key holders for secure room. Data managers are kept updated of where the EO is up to with the exam cycle. Key dates and timetables saved	Phone call	Ensure data manager and other admin staff are aware of where to find important info/papers/equipment for exam day. Processes written down and key dates noted.

	into shared folder with the team and a separate file is kept in the locked cupboard with all 23/24 info for exams.		
SENCO admin does not turn up on any day of the year.	Regular meetings with line manager/SENCO/exams officer. Exams officer are aware of processes on exam day for students in Access and Achievement.	Phone Call	Ensure exams officer and other admin staff are aware of where to find important info/papers/equipment for exam day. Processes written down and key dates noted.
Exam room flooded.	Regular premises checks.	Check room, or invigilator reports problem.	Find alternative accommodation. Stage 1: Internal alternatives, Stage 2: Sister schools/community availability. Special Consideration.

Risk	Control to prevent	Early warning	Control to resolve
Wrong entry made – incorrect paper received.	Subject teachers/CLs ensure entry checklists are correct.	N/A	Contact AB for copy of paper if necessary. Provide exam paper, seat and amend entry.
Damage to office	Regular premises checks.	N/A	Need AB's handbooks, new equipment, phone line and office space. Copies of relevant information from CLs.
System failure or power cut.	N/A	N/A	Contact IT support/estates team or electrician for assistance. Contact AB to inform entries will be late.
Receiving inaccurate or late entry information.	Subject teachers/CLs ensure entry checklists are correct and on time.	N/A	Make entries and inform Finance Dept of late entry fees.
Change of syllabus and no notification.	Subject teachers/CL's ensure entry checklists are correct.	Pre-release material does not arrive. Materials arrive that are not expected.	Contact AB
CL/teacher long term sick or leaves.	N/A	Resignation or sick note.	Replacement to be nominated and EO to meet with new CL to discuss current entries/syllabus etc.
Audio CD from AB does not work.	Check all CDs one hour before each exam.	N/A	If you have more than one CD, take to ICT dept to be copied. If not, hold candidates securely and contact AB

Equipment malfunction on exam day.	Check all equipment well in advance of exam season.	N/A	Hold candidates securely and source new equipment. Apply for Special Consideration.
National security incident (e.g. terrorist attack).	N/A	N/A	Refer to AB advice, in particular contingency day and use of special consideration.
Exams staff in isolation due to Covid-19.	Follow government advice on social distancing, face coverings, cleaning and hygiene and local restrictions.	N/A	All procedures and key dates written down and regular meetings with line manager. Deputy over Achievement also has previous exam experience and can step into lead role if required.

Risk Assessment Form (for examination procedures)

Department	EXAMS	Person completing Assessment	
Activities/Systems being assessed	EXAMS	Signature/Date	

	Activity	Adverse occurrence /dependency	Adverse outcome	Likelihood 1 - 3	Severity 1 - 3	Level of risk (LxS)	Control measures	Person responsible	Results
1	Absence of exams officer due to illness on exams day	EO has keys to exam store, is aware of seating plans, clashes, any special requirements.	Exam papers unavailable, delayed start	3	3	9	Exam store keys are also held in safe. Adequate instructions are available. Data Manager and line manager aware of processes.	<ul style="list-style-type: none"> • EM • Head of Centre 	
2	Computer malfunction	Exam entries, amendments cannot be made by EDI	AB deadlines cannot be made	2	3	6	Notify IT Manager; ensure adequate supplies of paper entry sheets.	<ul style="list-style-type: none"> • EM • Head of Centre 	
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts spoiled	2	3	6	Invigilators are aware of fire procedures. Adequate fire alarms.	<ul style="list-style-type: none"> • EM • Head of Centre • Site manager 	
4	Fire in sports hall, cannot use for exam	All main exams held in here - seats 299	Insufficient exam rooms may violate JCQ rules	2	3	6	Adequate fire alarms Contingency plans for spare rooms.	<ul style="list-style-type: none"> • Site manager • EM • Head of Centre 	
5	Non-receipt of exam papers	Unable to hold exam - delayed start	Delays and upset to students	1	3	3	Check paper receipt well in advance – contact exam boards in good time.	<ul style="list-style-type: none"> • EM 	
6	Human error	Candidates entered for incorrect tier	Affects student grade	3	2	6	Check of procedures by student (statement of entry) and staff (exam candidate lists) should avoid this.	<ul style="list-style-type: none"> • EM • Head of Department • Student 	