

## Risk Management Plan for Examination Procedures – Chorlton High School 2020/21

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	<b>Ensure invigilators are aware of policy.</b> SLT to assist in maintaining security of exam. Allocate specific area for exams evacuation.
Student taken ill during exam	Ensure that mentors make EM 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 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 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	Regular meetings with line manager and exams assistant. Exams Assistant and other admin staff are aware of processes on exam day.	Phone call	Ensure exams assistant 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

<b>Risk</b>	<b>Control to prevent</b>	<b>Early warning</b>	<b>Control to resolve</b>
Wrong entry made – incorrect paper received	Subject teachers/CL's 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/CL's 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	Jackie Jellyman
Activities/Systems being assessed	EXAMS	Signature/Date	15/10/2020

	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. Exams assistant and line manager aware of processes	<ul style="list-style-type: none"> <li>• EM</li> <li>• Kay</li> <li>• Head of centre</li> </ul>	
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"> <li>• EM</li> <li>• Head of centre</li> </ul>	
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts spoiled	2	3	6	Invigilators are aware of fire procedure; Adequate fire alarms	<ul style="list-style-type: none"> <li>• EM</li> <li>• Head of centre</li> <li>• Site mgr</li> </ul>	
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"> <li>• Site mgr</li> <li>• EM</li> <li>• Head of centre</li> </ul>	
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"> <li>• EM</li> </ul>	
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"> <li>• EM</li> <li>• Head of department</li> <li>• Student</li> </ul>	