**Risk Management Plan for Examination Procedures – Chorlton High School 2021/22**

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| **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 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. |

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| **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)**

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| Department |  EXAMS | Person completing Assessment | Jackie Jellyman |
| Activities/Systems being assessed |  EXAMS  | Signature/Date | 15/10/2021 |

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|  | **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. | * EM
* Kay
* Head of Centre
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| 2 | Computermalfunction | 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. | * EM
* Head of Centre
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| 3 | Fire during examination | Evacuation of room | Livesendangered,exam scripts spoiled | 2 | 3 | 6 | Invigilators are aware of fire procedure;Adequate fire alarms. | * EM
* Head of Centre
* Site manager
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| 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 alarmsContingency plans for spare rooms. | * Site manager
* EM
* Head of Centre
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| 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. | * EM
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| 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. | * EM
* Head of Department
* Student
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