Risk Management Plan for Examination Procedures – Chorlton High School 2019-2020

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 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.	Staff take register during breakfast revision.	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.	• Students trained to in JCQ regulations in assembly. • Students given JCQ regulations with exam timetables. • Information on website.	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.

E008 – Exam Procedures – Risk Management Plan

Risk	Control to prevent	Early warning	Control to resolve
EO does not turn up.	Regular meetings with line manager. Other admin staff are aware of processes on exam day.	Phone call.	Ensure other admin staff are aware of where to find important info/papers/equipment for exam day.
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
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.	Liaison with office manager.	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 Department of late entry fees.
Change of syllabus and no notification.	Subject teachers/CLs 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 Department to be copied. If not, hold candidates securely and contact AB. Get MP3 from AB, send to IT to put on computer.
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, bomb threat.)	N/A	N/A	Refer to AB advice, in particular contingency day and use of special consideration.

E008 – Exam Procedures – Risk Management Plan

Department	**EXAMS**	**Person completing Assessment**	**Kay McHale**
Activities/Systems being assessed	EXAMS	**Signature/Date**	08/10/2019

	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 Officer • Assessment and Achievement Leader • 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	• Exams Officer • Head of Centre	
3	Fire during examination	Evacuation of room	Lives endangered, exam scripts spoiled	2	3	6	Invigilators are aware of fire procedure; Adequate fire alarms	• Exams Officer • 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	• Site Manager • Exams Officer • 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	• Exams Officer	
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	• Exams Officer • Head of Department • Student	