



Trafford High School
Engage Motivate Inspire

Examination Policy

2014

This policy was reviewed and ratified by Management Committee

Date: May'14

Date of Review

:

May 2016

Our Mission Statement

Trafford High School is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers Trafford High School and outside agencies Trafford High School provides students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

Examination Policy Contents

Examination policy	3
Examination responsibilities.....	3
The statutory test and Qualifications offered	6
Examination series.....	6
Examination timetables	7
Entries, entry details and late entries and retakes	8
Exam fees.....	8
Equality Legislation	8
Access arrangements	9
Contingency planning.....	10
Estimated grades	9
Managing invigilators.....	10
Malpractice.....	10
Exam days.....	11
Candidates	11
Clash candidates	12
Special consideration	12
Internal assessment and appeals	12
Results	13
Enquiries about Results (EAR)	13
Access to Scripts (ATS).....	14
Certificates.....	14

Written : May 2014

Approved by Governors :

Signed (Chair of Governors) :

The purpose of this Examination Policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient examinations system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in Trafford High School examination processes to read, understand, and implement this policy.

The examination policy will be reviewed every two years.

The examination policy will be reviewed by the Governing Body, the Examinations Officer and the Headteacher.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Examination Responsibilities

The Head of Centre / Headteacher:

- Will have overall responsibility for the school as an examination centre and advise on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document '*Suspected malpractice in examinations and assessments*'.
- Organising the recruitment, training, and monitoring of examination invigilators responsible for the conduct of examinations.

Examination Officer¹:

- Manages the administration of public external and internal examinations.
- Advises the Headteacher, staff team, subject tutors, and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies.
- Oversees the production and distribution to all Trafford High School Staff Members, Governor's, Parents/Carers and Candidates, of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the examinations timetable that will affect them.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- Ensures candidates are given JCQ notices, a copy of the 'Information for Examination Students Handbook' and any other appropriate material.
- Oversees updates of the Examination page on the school website (if applicable).
- Consults with teaching staff to ensure that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers Access Arrangements and makes applications for special consideration following the regulations in the JCQ publications '*Access Arrangements, Reasonable Adjustments and Special Considerations Regulations and Guidance*' relating to candidates who are eligible for adjustments in examinations.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges.
- Line manages the recruitment, training, and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the Headteacher, any post results service requests.
- External validation of courses followed at KS4/Post 16.
- Analysis of examination results with the assistance of the Data Manager.

Teachers and Mentors are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Involvement/decisions on post-results procedures.
- Supplying information on entries, coursework and controlled assessments as required by the Headteacher/Examinations Officer.
- Notification of Access Arrangements (as soon as possible after the start of the course).
- Submission of candidate names.

The Special Educational Needs Coordinator (SENCo) is responsible for:

- Administration of Access Arrangements.
- Identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).

- Working with the Examinations Officer to provide the access arrangements required by candidates in examination rooms.
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing and impairment, IT equipment - to help candidates achieve their course aims.

Lead Invigilator/Invigilators are responsible for:

- Assisting the Examinations Officer in the efficient running of examinations according to JCQ regulations.
- Collection of examination papers and other material from the examinations office before the start of the exam.
- Collection of all examination papers in the correct order at the end of the exam and ensuring their return to the examination office.
- Supervision of 'clash' candidates on Trafford High School's behalf.
- Notifying the Examination Officer of any incidents/warnings given or malpractice.

Candidates are responsible for:

- Attending the examination at the correct time/venue
- Attending the examination dressed appropriately and with the correct equipment
- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all examinations according to the JCQ regulations.

Career Personnel are responsible for:

- Guidance and careers information.

The Statutory Tests and Qualifications Offered

The qualifications offered at this centre are decided by the Headteacher/ Examination Officer.

The types of qualifications offered are GCSE, Functional Skills, Btec Courses (this list is not exhaustive).

If there is to be a change of specification for the next year, the Examinations Officer must be informed by beginning of new academic year.

Informing the Examinations Officer of changes to a specification is the responsibility of the subject teacher.

Decisions on whether a candidate should be entered for a particular subject will be taken by Headteacher / subject teacher in consultation with the school where the pupil is on roll.

At Key Stage 3

Candidates are assessed by internal examination and teacher assessments.

At Key Stage 4

All candidates will be entitled and enabled to achieve an entry for qualifications from an external awarding body in each subject.

Examination Series

Internal examinations (mock or trial examinations) and assessments are scheduled in December.

External examinations and assessments are scheduled in all examination series.

Internal examinations are held under external examination conditions.

The Headteacher /Examination Officer / Subject Teacher decide which examination series are used in the centre.

The centre does not offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Headteacher, Examination Officer and Subject Teacher.

Examination Timetables

Once confirmed, the Examination Officer will circulate the exam timetables for both external and internal examinations (with sufficient notice) before the start of the examinations.

External examinations are scheduled in November (re-sits) and May/June. All external examinations are held under external examination conditions.

Entries, Entry Details and Late Entries

Candidates are selected for their examination entry by Subject Teachers. Alteration to tier of entry or withdrawal is made in consultation with subject staff teachers, parents/carers, the Examinations Officer and the Headteacher.

The centre does not accept entries from private candidates or other organisations (unless prior arrangement is made with the Examinations Officer/Headteacher and that the candidate(s) can be accommodated securely to sit the examination in question. The candidate(s) must not hinder the day to day running of the centre in any way).

Entry deadlines are circulated to subject teachers via briefing meetings, E-Mail, mark sheets, internal post/pigeon hole.

Subject teachers will provide estimated entry information to the Examination Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of subject teacher.

GCSE re-sits/retakes are allowed.

Principal Learning re-sits/retakes are allowed.

Functional skills re-sits/retakes are allowed.

Re-sit decisions will be made by Headteacher in consultation with Examination Officer /Subject Teacher / Mentor / School.

All retakes will be the sole responsibility of any future establishments that the students attend after leaving Trafford High School.

Examination Fees

Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The examination officer will publish the deadline for action well in advance for each examination series.

GCSE, BTEC, Functional Skills initial registration and entry examination fees are paid by the centre (or schools).

Late entry or amendment fees are paid by the centre (or schools).

Fee reimbursements are sought from candidates:

- If they fail to sit an examination.
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- The fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.
- If a candidate is excluded from a Trafford School after the examination entry deadline and requires entrance, then re-imburement from the parent school would be sought.
- Candidates must pay the fee for an enquiry about a result; should Trafford High School not uphold the enquiry and the candidate insist on pursuing the enquiry.
- Re-sit fees are paid by the centre, schools, and candidates.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Headteacher.

Access Arrangements

Identifying the candidates eligible for Access Arrangements is the responsibility of the SENCo.

The SENCo will inform the Headteacher, Examinations Officer and subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the studying the course and for any assessments / examinations.

Ensuring there is appropriate evidence for a candidates access arrangement is the responsibility of the SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examination Officer.

Rooming for access arrangement candidates will be arranged by the SENCo with the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Headteacher/Examination Officer.

Contingency Planning

Contingency planning for examination administration is the responsibility of the Examination Officer.

Contingency plans are available via briefing meetings, E-Mail, internal post/pigeon-hole and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Private Candidates

Managing private candidates (following any agreement) is the responsibility of the Headteacher/Examination Officer.

Estimated Grades

Subject leaders are responsible for submitting estimated grades to the Examination Officer when requested by the Examination Officer.

Managing invigilators

Internal and External Invigilator Staff may be used for any examination supervision.

Recruitment of invigilators is the responsibility of Trafford High School administration following consultation with the Headteacher / Examination Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Headteacher.

CRB fees for securing such clearance will be paid by the centre.

Invigilators rates of pay are set by Trafford High School

Invigilators are recruited, timetabled, trained, and briefed by the Headteacher / Examination Officer.

Malpractice

The Headteacher in consultation with Governing Body is responsible for investigating suspected malpractice.

Examination Days

The Examination Officer will book all the examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

The Caretaker / Examination Officer are responsible for setting up the allocated rooms.

The Examination Officer / Invigilator will start and finish all exams in accordance with JCQ guidelines.

Teaching staff may be present at the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to subject teachers in accordance with JCQ's recommendations and no later than two hours after candidates have completed it.

After an examination, the Examination Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with centre staff.

Candidates

The Examination Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Headteacher/ Examination Officer.

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose, requiring an immediate return to the examination room. **Note:** candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

The Examination Officer will organise/attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

The Examination Officer is responsible for handling late or absent candidates on exam day.

Clash Candidates

The Examination Officer / school on roll will be responsible, as necessary, for processing documentation to secure examination board permission for identifying a secure venue and arranging overnight stays if required.

Special Consideration

Should a candidate be unable to attend/sit an examination because of illness, suffer bereavement or other trauma or be taken ill during the examination itself or otherwise be disadvantaged or disturbed during an examination; then it is the candidate's responsibility to alert the centre's Examination Officer or Examination Invigilator to that effect.

A candidate must support any special consideration claim with appropriate evidence within two days of the examination (for example; a letter from the candidates doctor).

The Exams officer will then forward a completed special consideration application form to the relevant awarding body as soon as possible but within the time scale of no more than seven days of the examination.

In the event of examination disruption, reference may be made to the JCQ Advice to Centre – Severe Weather Conditions document or the Ofqual Joint Contingency Plan, as appropriate.

Internal assessment and Appeals

Candidates who have to prepare portfolios should do so by the end of the course or Centre-defined date.

It is the duty of the subject teacher to ensure that all internal assessment is ready for dispatch at the correct time. The Examination Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work should also be given to the Examination Officer by the subject teachers.

The Examination Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

The main points are:

- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Candidates feel they have been disadvantaged by the process leading to an assessment.
- Appeals should be made in writing by June 30th to the Headteacher, who will decide whether the process used conformed to the necessary requirements.
- The headteacher's findings will be notified in writing, copied to the Examination Officer and recorded for Awarding Body inspection.

Results

Candidates will receive access to their individual results on results days :

- At 9:00am via the Insight Portal
- In person at Trafford High School receiving an individual result slip.
- Posted (first class) to their home address.

Results **will not** be given to a third party without prior permission of the candidate.
Results **cannot** be conveyed to the candidate over the telephone.

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Headteacher / Examination Officer.

The provision of the necessary staff on results days is the responsibility of the Headteacher.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results and there are reasonable grounds for believing there has been a possible error in marking. A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of candidates.

Payment and consent forms must be in place before an EAR is actioned. The cost of EARs will be paid by the centre / candidate.

All decisions on whether to make an application for an EAR will be made by the Headteacher.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its 'Internal Appeals Procedure (IAP)' document.

All processing of EARs will be the responsibility of the Examination Officer following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written examination papers within 30 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Re-marks cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the centre / candidate.

Processing of requests for ATS will be the responsibility of Examination Officer.

Examination Certificates

Candidates will receive their Examination Certificates:

- In person at Trafford High School (invited to a 'Presentation Evening').
- Collected in person and signed for.
- Certificates can be collected on behalf of a candidate by a third party, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

Trafford High School retains certificates for two years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Headteacher

Exams officer

.....

.....

Date

.....

Outlining staff responsibilities - GCSE controlled assessment Trafford High School

Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4)
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes / problems over the timing or operation of controlled assessments
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments

Heads of Department

- Decide on the awarding body and specification for a particular GCSE
- Standardise internally the marking of all teachers involved in assessing an internally assessed component
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions
- Where appropriate, develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website

- Supply to the exams officer with details of all unit codes for controlled assessments
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded
- Retain candidates' work securely between assessment sessions (if more than one)
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements

Exams Office Staff

- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format
- Download and distribute mark sheets for teaching staff to use
- **In exceptional circumstances** where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the Senior Leadership Team

Special Educational Needs Coordinator/Additional Learning Support

- Ensure access arrangements have been applied for
- Work with teaching staff to ensure requirements for support staff are met

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	Subject Staff
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	Subject Staff
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 controlled assessment	Use more than one classroom or multiple sittings where necessary	Senior Leadership Team
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		Senior Leadership Team

Example 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	Technician Subject Staff ICT Teacher
Teaching staff unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff have access rights for correct area of awarding body secure extranet sites ahead of time	
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		Senior Leadership Team Subject Staff
Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	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. retakes of controlled assessment are limited	Subject Staff

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)	Ensure teaching staff know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	Senior Leadership Team
Supervision			
Student study diary/plan not provided or completed*	Ensure teaching staff are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	Subject Staff
Teaching staff do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff understand nature of controlled assessments and their role in supervision		Senior Leadership Team
Suitable supervisor has not been arranged for an assessment where teaching staff are not supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher is not supervising, in line with the awarding body specification.		Senior Leadership Team

* Not all controlled assessment whether for the Diploma or GCSEs will require the completion of a study diary or study plans

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Task setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	Subject Staff
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 Staff
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Exam Officer
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	Exam Officer
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	Exam Officer Head of Centre

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

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.	Subject Staff
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 AB deadlines	Seek guidance from awarding body	Exam Officer Subject Staff
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	Subject Staff
Teaching staff/assessors 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	Exam Officer / Subject Staff



Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	Subject Staff
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.	Senior Leadership Team