



Kemnal
Technology
College



RISK ASSESSMENT POLICY

This Policy was reviewed:

November 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



All examination procedures are covered by the Academy Examinations Policy, which has recently been updated and will be reviewed in October 2022. This examinations policy also includes an Internal Assessment & Appeals Policy as well as a Controlled Assessment Policy, both in line with Joint Council for Qualifications (JCQ) requirements. As with all Academy policies, they are available for inspection and are also on the Academy VLE both under Academy Policies and on the Examinations area of the website. The whole Academy examinations and assessment process is managed by the Examinations and Data Manager, supported by the General Office Staff. A JCQ inspector visits the Academy regularly.

SECURITY OF PAPERS BEFORE AND AFTER EXAMINATIONS

All packages are checked upon receipt for accuracy of contents. Any discrepancies are immediately notified to the appropriate Awarding Body (AB). Papers are securely stored in a locked metal cupboard, which is bolted to the wall and located in a secure store room. There is only one entrance\exit, which is secured by a metal covered fire door with 2 secure locks. The only key holders are the Exams Office staff. An additional set of keys is stored in the safe inside the Main Office.

No member of the teaching staff has access to any examinations material until the examination is over and the written answer sheets are packaged up ready for collection. Only those papers that are allowed to be given to staff are then handed out. Any other material is either returned to the AB or destroyed according to AB requirements.

All papers are collected, collated and packaged by either exams office staff or external invigilation staff immediately after an examination has finished. Once packaged, QCDA and AB instructions for the dispatch of papers are followed as appropriate.

SECURITY IN EXAMINATION ROOM

The majority of examinations take place in the Main Hall. However, additional classrooms are used as and when necessary. External invigilators are employed on a casual basis by the school. All are subject to DBS checks. Training is provided at the start of every school year and feedback is always requested and given at the end of every school year. Examination papers are only handled by exams office staff and invigilators and are only distributed once all students are settled. Seating plans produced by the exams office, are provided and displayed both inside and outside the venue. Desks are labelled and students are required to sit in the correct seat.

The JCQ booklet 'Instructions for the conduct of examinations' is strictly adhered to. Copies of this document are placed in every examination venue. All JCQ notices are displayed at each venue according to requirements, including those regarding mobile phones and other electronic equipment. Any such equipment is required to be handed



in for safe keeping, prior to the students taking their seat in the exam venue. A receipt is given which is to be surrendered after the examination in return for the items handed in.

The Academy centre number is also clearly displayed in each venue. An announcement based on the JCQ recommended notice is read out to students before the start of each examination and students are again warned of the consequences of malpractice and failure to hand in any electronic equipment. Students contravening any of the regulations are reported to the Principal and in almost all circumstances, reported to the AB concerned.

CONTROLLED ASSESSMENTS

The Academy has a Controlled Assessments Policy and Procedures document, which covers all aspects of security and risk relating to controlled assessments. Briefly, the risk is related to the level of control for each assessment. The Exams Office will liaise closely with Curriculum Leaders to determine the risks involved with each controlled assessment.

ON-LINE EXAMINATIONS

These are also conducted in accordance with the appropriate JCQ regulations. ICT support staff are available for technical support and briefed accordingly.

EMERGENCIES

Fire alarms – In the event of a fire alarm, candidates will be asked to stop writing and to leave everything on their desks and all personal possessions in the exam venue. Exams office staff will go immediately to the venue to assist with the evacuation, by the safest possible route. Invigilators should remind students that they are still under exam conditions and should remain silent. The students will be escorted out of the venue by the nearest and most appropriate exit to the meeting point. Attendance registers will be available and should be collected by invigilators on the way out. Students must be fully supervised at all times.

Emergency school closures – This will depend upon the reason for the closure. Every effort should be made to allow exams to take place. If the closure is because of adverse weather conditions, causing the journey or the site to be dangerous (only likely to affect January sessions), a decision will be taken by the Principal, as to whether exams will take place or whether students will have to be entered for a resit (at the Academy's expense), in the next available session. If exams do take place, a member of both the Exams Office staff and Senior Management would be expected to be present, as well as the appropriate number of invigilators. Advice may be sought from the awarding bodies concerned. JCQ has advice on weather related problems, which should also be consulted.



If the closure is for any other reason, advice should be sought from the AB concerned, but other local centres may be asked to take candidates there.

RESULTS

Results are downloaded by the Exams and Data Manager and distributed to students and staff at the appropriate times. Certificates are checked by the AEO and students requested to collect them personally. Certificates will only be posted upon request and at the student's own risk. Any certificates not collected will be stored for a minimum of 12 months as per JCQ regulations.

Policy updated: November 2023

Policy to be reviewed: September 2024