

ancora house school

Risk management log										
Date risk raised	Exams cycle section	Risk	When could this happen?	Mitigation	Action	Action by whom	Action by when	Open / Closed	Risk reviewed	Date closed
Jan-17	Planning	Staff off sick meaning Invigilator numbers are low	Summer Series or resits	Ensure there are Invigilators available Ancora Hub/ The Bridge Short Stay School to cover if needed	<ol style="list-style-type: none"> 1 Look at current staffing levels including current staff sickness 2 Use exam timetable to estimate when Invigilators will be needed as well as number of them needed 3 Liaise with Hub staff/ The Bridge regarding availability of their Invigilator team 	Exams Officer and SLT	Review of current staffing and available Invigilators at other sites by March	Open	Sept 22	
Jan-17	Planning	Pupil admitted to the YPC in Year 11 late in the academic year	Summer 2018	Transfer candidacy for the young person's exams if they are well enough to sit them	<ol style="list-style-type: none"> 1 Consult with YP, Nurses and parents to see if they are well enough to sit the examinations 2 Get in touch with the school and arrange transfer of candidacy 3 Inform exam boards of late transfer/ complete 	Exams Officer	As and when it is required when YP are admitted	Open	Sept 22	

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					transfer of candidacy process					
Jan 17	Pre Exams	Young person is admitted to centre studying subjects that require coursework	Anytime Pre Exams	Ensure subject teachers are aware if their subject has a coursework or controlled assessment elements	1 The subject teacher needs to get in touch with the entering centre's teacher to see what pieces if any are outstanding 2 Arrange for the relevant components to be completed at AHS	Subject teacher / Exams Officer	First Week in May	Open	Sept 22	
Sep-16	Exams day	Exams Officer off sick	Summer or Autumn series	Delegation of tasks to other staff members, Rachel Biasillo ,	1 Staff members aware of roles and responsibilities prior to this event occurring 2 Procedures clearly outlined in contingency plan, which is circulated to staff 3 Exam timetables, access arrangements and any other information made readily available for staff	R Biasillo or M Strain to step in as key holders	When/ If it Occurs	open	Sept 22	

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Dec-16	Exams Day	Wrong paper being sent / Paper not being emailed at 8.30 am / 1pm	Summer or Autumn series	Make sure that you have contact details for relevant exam boards as well as candidate/ paper details so contact can be made with the boards immediately	1 Check what papers you are expecting against the entry sheet as well as if they are timetabled for am/pm 2 If papers do not arrive or arrive and are incorrect contact the relevant board and inform them of the error	Exams Officer	Action to be taken on the date of exam	Open	Sept 22	
Sep-16	Exams day	Young Person late for examination	Exam days	Make sure that candidates are aware of exam timetable and are instructed to arrive 15 minutes before the published start time of the exam Ensure contact details for parents and candidate are up to date	1 Provide all candidates with timetables , start and finish times as well as advising them to arrive 15 minutes before exam is due to start 2 Provide same directive/documents to parents so that they are also aware 3 If candidate is not at the centre 15mins prior to the examination , call the candidate/ parent of the pupil	Exams Officer and SLT if YP is uncooperative		Open	Sept 22	

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					to assess whether they are on route and advise them they can only start the exam 30 minutes after the published start time without informing the board 4 Ring the board for further guidance if candidate is going to be later than 30 minutes after the published start time					
Sep-16	Exams day	Young person unwell on the day of an exam	Exam Day	If young person is genuinely too physically or mentally unwell to sit the examination special consideration can be applied for if the pupil has already completed 25% of that course. Alternatively the exam can be sat in a subsequent	1 Liaise with the pupil and SLT to ascertain whether they are too unwell to sit the exam 2 Inform the student of their alternatives , if special consideration is applicable or they will have to sit the exam in a subsequent series 3 Refer to contingency plan	Exams Officer and SMT	As and when required on the day of the exam	Open	Sept 22	

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				series - Please see contingency plan						
Sep-16	Exams Day	Young person coming from leave and transport disruption means they can't get to the centre	Exam days	If all avenues have been explored and there is no chance of the candidate getting to the centre, seek an alternative site for exams to be sat at. Alternatively candidates can sit exams in subsequent series	1 Contact the boards and inform them of this/ that an alternative site needs to be sought 2 Locate an alternative site (Library, learning centre etc.) 3 Arrange for the paper and an invigilator to be sent to the new site 4 Alternatively the candidate can sit the exam in the next exam series	Exams Officer	If situation arises	Open	Sept 22	
Sep-16	Exams Day	Building unable to be accessed due to flood/ being unsafe	Exam days	Ensure that there are alternative sites available to sit exams, such as the Hub in Blacon, local schools/ libraries	1 Inform the board of the situation and of the alternative site proposed to sit the exams 2 Ensure the new location adheres to all requirements set out by JCQ 3 Papers to be emailed to exams officer and young	Exams Officer and SMT	In the event of the building being unusable	Open	Sept 22	

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					people to sit exams as normal 4 special consideration can be sought in these circumstances					
Feb 17	Exams Day	Medical Emergency during Exam / asthma attack , sickness	Exam days	Brief all staff on how to handle medical emergency during exam training Ensure nurse support are always present outside of exam room/ or on call	Call in nurse from outside and let them attend to YP as required 2 Other YP remain in exam conditions when issue is being resolved, invigilator stop the clock, candidates will be allowed full time 3 special consideration to be applied for all candidates 4 where appropriate see if candidate is well enough to resume	Exams officer, Invigilator	In the event of a medical emergency	open	Sept 22	
Jan 17	Exam Day	Power Failure	Exam days	Ensure there are alternative sites available if lights are out for prolonged period Ensure staff are briefed on	Candidates to be instructed to remain in exam conditions, time the disruption Head of estates contacted	Exams Officer SLT	In the event of Power/ Light failure	Open	Sept 22	

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				instruction candidates appropriately	<p>regarding incident</p> <p>If incident is for short period, allow candidates to continue for full time</p> <p>If incident is prolonged, leave to alternative site</p> <p>Contact exam board</p> <p>Special consideration for disruption</p>					
Jan-16	After Exam Day	Parcelforce failing to pick up scripts	Exam series	Make sure you have Parcelforce contact details as well as exam board's details if this situation arises	<p>1 Get in touch with Parcelforce and see why papers weren't collected arrange for another collection ASAP</p> <p>2 Get in touch with exam board and inform them of the delay</p> <p>3 Keep papers in secure storage or delivery to post office</p>	Exams Officer	In the event papers are not collected	Open	Sept 22	

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Jan-16	Results Day/ Post Results	Home Schools not passing across Exam Results for our tracking	Results period	Ask pupil to sign a letter of consent requesting the school pass across their results after they are published	1 Liaise with Exams Officer from home school requesting results to be sent across by September 19 term 2 Provide school with copy of signed consent form from the pupil, confirming the host centre (us) are authorised to have these results	Exams Officer	Result days	open	Sept 22	
Nov 17	Results Day	EO off sick unable to give out results	Summer	Make sure procedures for results day are clear and staff briefed	RB or head to step in	EO	August annually	Open	Sept 22	
Nov 17	Results Day	YP not picked up results	Summer	Ensure students are aware of how and when results will be issued	Try contacting YP over telephone, post home alternatively	EO	August annually	Open	Sept 22	
Nov 17	Results Day	No results coming through/ result query	Summer	Have contact details on hand for boards	Ring the board to see if there is an error/ ask when this can be resolved	EO	August annually	open	Sept 22	

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Sept 18	Exam Day	Unauthorised person on premises	Summer	Ensure staff are aware of procedures regarding building lockdown- ward managers will contact police our staff to remain up here	SLT to communicate with ward managers for best course of action. YP to remain in exam conditions, time of stoppage noted so they can have their full duration once issue is resolved. Ring board to inform them, apply for special con.	EO/SLT	When it occurs	Open	Sept 22	
Sept 18	Exam Day	Bomb Threat	Exam period	In invigilator training make staff aware of procedure when dealing with bomb threat, have protocol printed in exams file	Keep calm, keep person on the phone and alert another staff member to contact SLT and police. Once advised from SLT follow evacuation procedures out of the building or to a safe place within the building. Inform board when safe to do so – exam conditions remain over candidates	EO/SLT	When it occurs	open	Sept 22	

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Sept 18	Anytime	Issue with secure store, cabinet broken, door lock broken etc.	Anytime	Have contact details for estates so they can be contacted ASAP	Contact the board to inform them and take advice, contact estates or outside agencies to repair fault where applicable. On advice from board alternative secure arrangements may need to be made for papers	EO	When it occurs	open	Sept 22	
Sep 18	Exam Time 2019	All 3 key holders absent	Exam period	School to have contact details of key holders so they can be reached	If applicable SLT to collect keys from either key holder. If this is not possible, board should be informed and papers to be securely emailed for immediate exams (on that day)	SLT	When it occurs	open	Sept 22	
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Sept 19	Exam Time	Excessive noise	During exam	Ensure all staff and ward members aware of exams	If it is building work send SLT to instruct them to carry work out another time/after exam. If ineffective contact the board for advice and submit spec con	SLT /EO	When it occurs	open	Sept 22	
Sept 19	Exam Day	Unable to access papers to print due to internet issue	Exam Day	Ensure log in details are to hand and other locations have been identified : ward, hub, home	Contact Board and ICT to advise on issues	SLT	On the day	open	Sept 22	
Sept 22	Exam Day	Student reports feeling unwell, suspected Covid	Exam Day	Ensure other rooms can be made available when needed and extra staff for invigilation	Student to sit exam separately, staff to wear PPE. Script stored separately and board contacted for instruction on dispatch	EO	On the day	open	Sept 22	
Sept 22	Exam Day	Issues surrounding covid pandemic and limiting spread	Exam day	Appropriate planning with the head to put measures in place to minimise risks of spread of infection	Each student to have their clear pencil case with stationary. Students to be sat in same room/ seat where possible. Additional deep clean in place	EO	Prior to start of exam series	open	Sept 22	

