
EXAMINATIONS - RISK ASSESSMENT AND CONTINGENCY PLAN

Risk	Risk Level	Likelihood of Risk	Control Measures	Emergency/Contingency Plan
Fire Alarm/Security breach in school				
Invigilator missing				

Disruption as a result of strike action – student, staff and invigilator

Risk	Risk Level	Likelihood of Risk	Control Measures	Emergency/Contingency Plan
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A non-qualified teacher marks
NEAs and/or verifies CA
components

Risk	Risk Level	Likelihood of Risk	Control Measures	Emergency/Contingency Plan
Teaching staff or Head of Department absent at key point in the cycle				
Secure Storage becomes unavailable				
Disruption of teaching time - centre closed for extended period				
Conflict of interest				
Contingency day planning				
Disruption in distribution/ transportation of Examination papers				

Risk	Risk Level	Likelihood of Risk	Control Measures	Emergency/Contingency Plan
Disruption to transporting completed exam scripts				
Results available day before general publication				

Head of Exams unavailable on