

Issue/Risk	Centre actions to manage issue/mitigate risk	Action by
	work will be accepted late for marking or a mark of zero submitted to the awarding body for the candidate	
Deadline for submitting marks and samples of candidates work ignored by subject teacher	<p>Internal/external deadlines are published at the start of each academic year</p> <p>Reminders are issued through senior leaders/subject heads as deadlines approach</p> <p>Records confirm deadlines known and understood by subject teachers</p> <p>Where appropriate, internal disciplinary procedures are followed</p>	<ul style="list-style-type: none"> • CL
Subject teacher long term absence during the marking period	See centre contingency plan (Teaching staff extended absence)	Not Applicable