



# Escalation Process

<b>Date of last review:</b>	2022	<b>Review period:</b>	Annually
<b>Date of next review:</b>	2023	<b>Written by:</b>	Exams Officer
<b>Type of policy:</b>	Non-statutory	<b>Committee:</b>	Curriculum & Standards
<b>Signature:</b>			

This process is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
R. Garratt	
Date of next review	2023

## Purpose of the process

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

## Before examinations (Planning)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to:

- **In the absence of R. Garratt ( HoC ) responsibilities will be escalated to Jo Kehoe (SLT/Curriculum)**
- **In the absence of Jo Kehoe (SLT/Curriculum) responsibilities will be escalated to R. Thompson (SLT/Line manager for Exams Officer)**

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

## Main duties and responsibilities relate to:

- Centre status
- Timely collection of all information from teachers re. qualifications in order to meet entry deadlines
- Request Moderation dates
- Confidentiality
- Communication
- Recruitment, selection and training of staff (Exams officer & Invigilators)
- Internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register

- Centre inspections
- Centre Approval from individual Awarding Bodies
- Approval from individual Awarding Bodies to deliver individual qualifications
- Creating / updating of all Exams related policies

**Additional JCQ publication for reference:**

- Centre Inspection Service Changes
- Policies

**Specific JCQ publications for reference:**

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)
- Personal data, freedom of information and copyright

**Additional JCQ publication for reference:**

- Information for candidates – Privacy Notice

**Centre-specific information for reference:**

A Candidate Handbook is created annually for each candidate, informing them of:

- JCQ- Information about you and how we use it
- JCQ-Coursework assessments (incl. plagiarism)
- JCQ NEA assessments
- JCQ- Using Social media and examinations/assessments
- WFS Appeals Procedure Flowchart
- WFS Remote Learning Policy
- A signing sheet stating that they have read, understood and will adhere to all related policies/regulations relating to their qualification
- Access arrangement granted (where relevant)
- Time and date of Written exams (where relevant)

## **Before examinations (Entries and Pre-exams)**

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to

- **In the absence of R. Garratt ( HoC ) responsibilities will be escalated to Jo Kehoe (SLT/Curriculum)**
- **In the absence of Jo Kehoe (SLT/Curriculum) responsibilities will be escalated to R. Thompson (SLT/Line manager for Exams Officer)**

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 3, 5)
- Instructions for conducting examinations (sections 16-30)
- Access Arrangements and Reasonable Adjustments (sections 6-8)
- A guide to the special consideration process (sections 2-7)
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### **Main duties and responsibilities relate to:**

- Access arrangements and reasonable adjustments
- Making entries within deadlines set by awarding Bodies

#### **Additional JCQ publications for reference:**

- Key dates in the examination cycle
- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation
- Centre assessed work

#### **Additional JCQ publication for reference:**

- Guidance Notes – Centre Consortium Arrangements
- Candidate information

#### **Additional JCQ publications for reference:**

- Information for candidates documents
- Exam Room Posters

## **During examinations (Exam time)**

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to

- **In the absence of R. Garratt ( HoC ) responsibilities will be escalated to Jo Kehoe (SLT/Curriculum)**
- **In the absence of Jo Kehoe (SLT/Curriculum) responsibilities will be escalated to R. Thompson (SLT/Line manager for Exams Officer)**

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

### **Main duties and responsibilities relate to:**

- Submitting grades/Marks
- Phonics Check
- Conducting examinations and assessments
- Handling Assessment paper
- Deploy Invigilators
- Dispatch assessment papers
- JCQ Inspections

### **Additional JCQ publication for reference:**

- Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

## After examinations (Results and Post-Results)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to:

- **In the absence of R. Garratt ( HoC ) responsibilities will be escalated to Jo Kehoe (SLT/Curriculum)**
- **In the absence of Jo Kehoe (SLT/Curriculum) responsibilities will be escalated to R. Thompson (SLT/Line manager for Exams Officer)**

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)

## Main duties and responsibilities relate to:

- Results

### **Additional JCQ publication for reference:**

- Release of Results notice

- Post-results services and appeals

### Additional JCQ publications for reference:

- Post-Results Services: Information and guidance to centres
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

- Cash-in
- Certificates
- Collate results
- EQA reports