



Escalation Process

Policy/Procedure creator: Yvonne Wilcox

Policy/Procedure created/reviewed: 08/03/2023

Centre Name	St Michael's Church of England High School
Centre Number	20651
Date process first created	08/03/2023
Current process reviewed by	Jane Mitchell-Barnes, Compliance & Quality Manager
Current process approved by	Colin Nicholls, Co-Chair of Governing Board Kerry Thornton, Co-Chair of Governing Board
Date of next review	08.03.2024

Key staff involved in the process

Head of centre	Christina Handy-Rivett, Headteacher
Senior leader(s)	Damien Mackinney, Assistant Headteacher
Exams officer	Yvonne Wilcox
Other staff (if applicable)	Alan Brooks, Deputy Headteacher

This process is reviewed and updated annually to ensure compliance with current requirements and regulations.

Reference in the process to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

Introduction

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that St Michael's Church of England High School has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent (GR 5.3).

Purpose of the process

The purpose of the process is to confirm where responsibility will be escalated to ensure continued compliance with JCQ regulations.

Before examinations/assessments

Planning

Responsibility for ensuring compliance will be escalated to Alan Brooks, Deputy Headteacher..

Main areas of compliance relate to:

- The agreement between the centre and awarding bodies (GR 3)
 - Third party agreements
 - Centre status
 - Confidentiality
 - Retention of candidates' work
 - Communication

The responsibility of the centre (GR 5)

- Centre management

Personal data, freedom of information and copyright (GR 6)

Reference information:

- 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

Centre-specific reference information:

- exam policies and procedures

Entries and Pre-exams

Responsibility for ensuring compliance will be escalated to Alan Brooks, Deputy Headteacher..

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
 - Access arrangements and reasonable adjustments
 - Entries
 - Centre assessed work
 - Candidate information

Reference information:

- 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)
 - Instructions for conducting examinations (sections 1-15)
 - Access Arrangements and Reasonable Adjustments (sections 6-8)

Centre-specific reference information:

- not applicable

During examinations/assessments

Exam time

Responsibility for ensuring compliance will be escalated to Alan Brooks, Deputy Headteacher..

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
 - Conducting examinations and assessments
 - Malpractice

Reference information:

- 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 16-31)
 - Access Arrangements and Reasonable Adjustments (section 8)
 - A guide to the special consideration process (sections 2-7)

Centre-specific reference information:

- not applicable

After examinations/assessments

Results and Post-Results

Responsibility for ensuring compliance will be escalated to Alan Brooks, Deputy Headteacher..

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
 - Results
 - Post-results services and appeals
 - Certificates

Reference information:

- 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)

Centre-specific reference information:

- not applicable

CHANGES 2022/2023

(Added) Under **Before examinations/assessments**: Third party arrangements

(Extended) Reference to Instructions for conducting examinations (sections 16-30) (To) (sections 16-31)

CENTRE-SPECIFIC CHANGES

Upon review in September 2022, no centre-specific updates or changes were applicable to this document.