



Escalation Policy (Exams)

Approved: November 2023

Next review due: November 2025

Purpose of the Plan

To confirm the main duties and responsibilities to be escalated should the Head of Centre or a member of SLT with oversight of exam administration be absent.

Planning

In the event of the absence of the Head of Centre or the member of SLT with oversight of the exam administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to the exams will be escalated to other members of the academy senior leadership team and/or Astrea Academy Trust central team.

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
- Confidentiality
- Communication
- Recruitment, selection and training of staff
- 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

- Policies
- Personal data, freedom of information and copyright

Additional JCQ publications for reference:-

- Information for Candidates – Privacy Notice

Before exams (entries and pre-exams)

In the event of the absence of the Head of Centre or the member of SLT with oversight of exam administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to other members of the academy senior leadership team and/or Astrea Academy Trust central team.

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

Main duties and responsibilities relate to:-

- Access arrangements and reasonable adjustments
- Entries
- Centre assessed work
- Candidate information

Additional JCQ publications for reference:-

- Key dates in the Exam Cycle
- Guidance Notes for Transferred Candidates
- Alternative Site Guidance Notes
- Guidance Notes for Overnight Supervision of Candidates with Timetable Clashes
- Information for Candidates Documents
- Exam Room Posters

During examinations

In the event of the absence of the Head of Centre or the member of SLT with oversight of exam administration, responsibility for implementing JCQ regulations and requirements relating to exam time will be escalated to other members of the academy senior leadership team and/or Astrea Academy Trust central team.

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
- A guide to the Special Consideration Process

Main duties and responsibilities relate to:-

- Conducting examinations and assessments
- Malpractice
- Retention of candidates' work

Additional JCQ publication for reference:-

- Guidance Notes – Very Late Arrivals

After examinations (Results and Post Results)

In the event of the absence of the Head of Centre or the member of SLT with oversight of exam administration, responsibility for implementing JCQ regulations and requirements relating to results and post results will be escalated to other members of the academy senior leadership team and/or Astrea Academy Trust central team.

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

- General Regulations for Approved Centres

Main duties and responsibilities relate to:-

- Results
- Post results services and appeals
- Certificates

Additional JCQ publications for reference:-

- Release of Results Notice
- Post Results Service Information and Guidance to Centres
- JCQ Appeals Booklet (A Guide to the Awarding Bodies Appeals Process)