



Hedingham School & Sixth Form

Escalation Process

Meets JCQ Requirement 2

Approved/Reviewed by Mr J Pearson, Assistant Headteacher

Approved by the Curriculum and Personnel Committee on:	22 February 2023
It was ratified by the Full Governing Body on:	29 March 2023
Next review due by:	Spring 2024



Escalation Process

Policy/Procedure creator: Nina Powell

Policy/Procedure created/reviewed: 01/02/2023

Centre Name	Hedingham School and Sixth Form
Centre Number	16519
Date process first created	05/04/2022
Current process reviewed by	Nina Powell
Current process approved by	School Governors - 18/05/2022
Date of next review	To be confirmed on review

Key staff involved in the process

Head of centre	Andrew Harvison
Senior leader(s)	John Pearson
Exams officer	Nina Powell
Other staff (if applicable)	Paul Finch

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.

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

(Added) Under Planning: Exam-related policies and procedures

Introduction

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that Hedingham School and Sixth Form 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 • John Pearson - Assistant Head Teacher or, in his absence, Paul Finch - Deputy Head Teacher.

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-related policies and procedures

Entries and Pre-exams

Responsibility for ensuring compliance will be escalated to • John Pearson - Assistant Head Teacher or, in his absence, Paul Finch - Deputy Head Teacher.

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 • John Pearson - Assistant Head Teacher or, in his absence, Paul Finch - Deputy Head Teacher.

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 • John Pearson - Assistant Head Teacher or, in his absence, Paul Finch - Deputy Head

Teacher.

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