

Policy Name:	Exam Escalation Plan
Policy Type:	Statutory
To Be Reviewed:	Annually
Approved by:	The Educational Standards Committee
Date:	7 th March 2024
Review Date:	7 th March 2025

Introduction

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

Purpose of the policy

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure the 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).

Before examinations / assessments

Responsibility for ensuring compliance will be escalated to the Head of Data. To support understanding of the regulations and requirements, JCQ publications will be referenced.

Main areas of compliance relate to:

- The agreement between the centre and awarding bodies (GR 3) relating to centre status, confidentiality, retention of candidate work and communication.
- The responsibility of the centre (GR 5) relating to centre management.
- Personal data, freedom of information and copyright (GR 6).

Entries and Pre-examination

Responsibility for ensuring compliance will be escalated to the Head of Data and. To support understanding of the regulations and requirements, JCQ publications will be referenced.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5) relating to access arrangements and reasonable adjustments, Entries, Centre Assessed work and candidate information.

During examination and assessment

Responsibility for ensuring compliance will be escalated to the Head of Data and. To support understanding of the regulations and requirements, JCQ publications will be referenced.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5) relating to conduction examinations and assessments, malpractice.

After examination and assessment

Responsibility for ensuring compliance will be escalated to the Head of Data and. To support understanding of the regulations and requirements, JCQ publications will be referenced.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5) relating to results, post results services and appeals and certification.