



Inspire Education Trust

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Escalation Process Policy 2024-2025

Blue Coat CE Secondary School

Policy Date: September 2024

Review Date: September 2025

Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	Updated to reflect David Bedford's responsibility and Alex Tomlinson's role

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 Blue Coat 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 5.3e).

This process also supports Blue Coat School being able to confirm to an awarding body the external governance arrangement so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments. (GR 5.3f)

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 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 Mr Alex Tomlinson, 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
- Recruitment, selection, training and support
- External and 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 available for inspection
- Personal data, freedom of information and copyright (GR 6)
- Resilience and Contingency arrangements- Cyber Security (GR 3)

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 Additional JCQ publications for reference:

- JCQ Centre Inspection Service Changes

Entries and Pre-exams

Administration Responsibility for ensuring compliance will be escalated to in the event of the absence of the head of centre or the member of senior leadership with oversight of examination, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Mr Alex Tomlinson, Deputy Headteacher.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
- Access arrangements and reasonable adjustments
- Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)
- Centre assessed work (including ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
- 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) Additional JCQ publications for reference:
- Key dates

- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation
- Guidance Notes – Centre Consortium Arrangements
- Information for candidates' documents
- Exam Room Posters
- Centre-specific reference information:
 - Not Applicable
 - During examinations/assessments
 - Exam time

Responsibility for ensuring compliance will be escalated to 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 Mr Alex Tomlinson, Deputy Headteacher.

The centre also has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

Main areas of compliance relate to:

The agreement between the centre and the awarding bodies (GR 3)

- Retention of candidates' work
- 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) Additional JCQ publications for reference:
 - Guidance Notes – Very Late Arrival

After Examinations/Assessments

Results and Post-Results

Responsibility for ensuring compliance will be escalated to 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 Mr Alex Tomlinson, Deputy Headteacher.

The centre also has in place two members of the senior leadership team who will act as an emergency point of contact for the awarding bodies. They are Mr Alex Tomlinson, Deputy Headteacher and Mr David Bedford Deputy Headteacher. They have the authority to liaise across the centre and ensure that any issues, queries, raised by an awarding body are successfully resolved prior to the publication of results. The head of centre is required to provide this information on an annual basis to the National Centre Number Team.

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) Additional JCQ publications for reference:
- JCQ Release of results notice
- JCQ Post-Results Services (Information and guidance to centres)
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

Changes 2024/2025

(Added) Headings under **Planning** to reflect changes in GR 3 - Resilience and contingency arrangements - Cyber security.

(Deleted and replaced) First paragraph under **After examinations** relating to senior designated contact.

Centre-Specific Changes

Responsibility added Mr David Bedford (Deputy Headteacher)

Reviewed: Kelly Jobson September 2024
Next Review Date: September 2025
Approved by Directors: 23 September 2024

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards