



Inspire Education Trust

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Escalation Process Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

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
V2			September 2025	Kelly Jobson	Updated see point 5 Removal of Mr Bedford

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**.

1. Introduction

In accordance with JCQ General Regulations (GR 5.3e), the Head of Centre must ensure that Bluecoat School has a written escalation process in place. This ensures continuity of compliance with JCQ regulations in the event of the absence of the Head of Centre or a senior leader with oversight of examinations.

This process also supports the school's ability to confirm to awarding bodies the external governance arrangements in place, thereby maintaining confidence in the integrity of the centre's examination and assessment activities (GR 5.3f).

2. Purpose of the Process

To clearly define the escalation of responsibilities to ensure uninterrupted compliance with JCQ regulations across all stages of the examination cycle.

3. Before Examinations/Assessments - Planning

In the absence of the Head of Centre or the designated SLT member, responsibility for implementing JCQ regulations prior to examinations will be escalated to Mr Alex Tomlinson, Deputy Headteacher.

Key Areas of Compliance

- Centre–awarding body agreements (GR 3)
- Third-party agreements and centre status
- Confidentiality and retention of candidates' work
- Communication protocols
- Centre management and governance (GR 5)
- Recruitment, training, and support of staff
- Delivery of qualifications and public liability
- Conflicts of interest
- Controlled assessments, coursework, and NEAs
- Security of assessment materials
- National Centre Number Register
- Centre inspections and policy availability
- Data protection, FOI, and copyright (GR 6)
- Cyber security and contingency planning (GR 3.21)

Reference Documents

- JCQ General Regulations for Approved Centres

- Instructions for Conducting Examinations (ICE)
- Access Arrangements and Reasonable Adjustments
- Instructions for Conducting Coursework
- Instructions for Conducting NEAs
- Suspected Malpractice – Policies and Procedures
- A Guide to the Special Consideration Process
- JCQ Centre Inspection Service updates

4. Entries and Pre-Exams - Administration

In the absence of the Head of Centre or designated SLT member, responsibility for entries and exam preparation will also be escalated to Mr Alex Tomlinson.

Key Areas of Compliance

- Access arrangements and reasonable adjustments
- Entries and registrations (GR 5)
- Centre-assessed work and internal mark submission
- Candidate information and data accuracy

Reference Documents:

- General Regulations for Approved Centres (Section 5)
- Instructions for Conducting Examinations (Sections 1–15)
- Access Arrangements and Reasonable Adjustments (Sections 6–8)
- JCQ Key Dates, Transferred Candidates, Alternative Site Guidance, Overnight Supervision, Centre Consortium Arrangements
- JCQ Information for Candidates and Exam Room Posters

5. During Examinations/Assessments – Exam Time

During the exam period, if the Head of Centre or designated SLT member is absent, responsibility will be escalated to Mr Alex Tomlinson.

A senior leader will always be available to support the **Exams Manager, Kelly Jobson**, and ensure the integrity and security of all assessments.

Key Areas of Compliance:

- Centre–awarding body agreements (GR 3)
- Retention of candidates' work
- Conducting exams and assessments (GR 5)
- Malpractice prevention and reporting

Reference Documents:

- General Regulations for Approved Centres (Sections 3, 5)
- Instructions for Conducting Examinations (Sections 16–31)
- Access Arrangements and Reasonable Adjustments (Section 8)
- Special Consideration Guide (Sections 2–7)
- JCQ Guidance on Very Late Arrival

6. After Examination/Assessments – Results and Post-Results

In the absence of the Head of Centre or designated SLT member, responsibility for post-exam processes will be escalated to Mr Alex Tomlinson.

He will act as the emergency point of contact for awarding bodies, ensuring any issues are resolved before results are published. This information is submitted annually to the National Centre Number Team.

Key Areas of Compliance:

- Results processing and security (GR 5)
- Post-results services and appeals
- Certificate distribution

Reference Documents:

- General Regulations for Approved Centres (Section 5)
- JCQ Release of Results Notice
- JCQ Post-Results Services Guide

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



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Chair of Standards