



KING EDWARD VI CAMP HILL SCHOOL FOR BOYS

In pursuit of educational excellence for all

Escalation Process Policy

<i>Responsible Board</i>	Foundation Board & Academy Trust Board
<i>Policy Officer</i>	PAB/SN
<i>Date Adopted</i>	February 2019
<i>Last Review Date</i>	January 2023
<i>Next Review Date</i>	February 2024

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 King Edward VI Camp Hill School for Boys 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 the examination officer, the Senco and any other member of the senior leadership team, who at the time are available to take over the responsibility.

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)

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

Entries and Pre-exams

Responsibility for ensuring compliance will be escalated to the examination officer, the Senco and any other member of the senior leadership team, who at the time are available to take over the responsibility.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
- Access arrangements and reasonable adjustments
- Entries
- Centre assessed work
- Candidate 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)

During examinations/assessments

Exam time

Responsibility for ensuring compliance will be escalated to the examination officer, the Senco and any other member of the senior leadership team, who at the time are available to take over the responsibility.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
- Conducting examinations and assessments
- Malpractice

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)

After examinations/assessments

Results and Post-Results

Responsibility for ensuring compliance will be escalated to the examination officer, the Senco and any other member of the senior leadership team, who at the time are available to take over the responsibility.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
- Results
- Post-results services and appeals
- Certificates

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)