



# Escalation Process

Policy/Procedure creator: Sarah Swainson

Policy/Procedure created/reviewed: 19/10/2022

Centre Name	Sibford School
Centre Number	62211
Date process first created	23/09/2022
Current process reviewed by	Sarah Swainson
Current process approved by	Toby Spence
Date of next review	01/09/2022

## Key staff involved in the process

Head of centre	Toby Spence
Senior leader(s)	Anna Jo Mathers
Exams officer	Sarah Swainson
Other staff (if applicable)	Sophie Arber - Contingency Exams Officer

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 Sibford 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).

## 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

- Toby Spence, in the event that Anna Jo Mather is absent.
- Phillip Tattersall-King, in the event that Toby Spence is absent.

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:

- centre policies

## **Entries and Pre-exams**

Responsibility for ensuring compliance will be escalated to

- Toby Spence, in the event that Anna Jo Mather is absent.
- Phillip Tattersall-King, in the event that Toby Spence is absent.

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:

- centre policies

## **During examinations/assessments**

### **Exam time**

Responsibility for ensuring compliance will be escalated to

- Toby Spence, in the event that Anna Jo Mather is absent.
- Phillip Tattersall-King, in the event that Toby Spence is absent.

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:

- Centre policies

## After examinations/assessments

### Results and Post-Results

Responsibility for ensuring compliance will be escalated to

- Toby Spence, in the event that Anna Jo Mather is absent.
- Phillip Tattersall-King, in the event that Toby Spence is absent.

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:

- centre policies

### **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**

Upon review in September 2022, no centre-specific updates or changes were applicable to this document.