



Chulmleigh Community College

Escalation Process 2021/22

Approved/reviewed by	
<ul style="list-style-type: none">• Head of Centre: M Johnson• Exams Officer: C Harrington	
Date of next review	November 2022

This process is reviewed annually to ensure compliance with current regulations

Purpose of the process

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

In the case of any key member of staff involved in the examinations processes being absent for an extended period:

- wherever possible, that member of staff will work remotely
- Any in school duties/responsibilities will be covered by other members of the senior leadership team and/or the examinations officer under guidance from the Head of Centre and/or examinations officer
- The SEN administrator will assist with exam access arrangements
- Other administrative exam tasks will be covered by the designated exam support staff under guidance from the Head of Centre and/or examinations officer

Before examinations (Planning)

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 other relevant members of the senior leadership team and the exams officer:

Head of Centre – Michael Johnson

SENCo/SLT member i/c Examinations – Laura Mackie

Deputy Executive Headteacher – Neil Payne

Examinations Officer – Cressida Harrington

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

Main duties and responsibilities relate to:

- Centre status
- Confidentiality
- Communication
- Recruitment, selection and training of staff
- 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

Additional JCQ publication for reference:

- Centre Inspection Service Changes

- Policies

Specific JCQ publications for reference:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)

- Personal data, freedom of information and copyright

Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

Centre-specific information for reference

Exam Related Policies:

- Examination Contingency Plan
- Non-Examination Assessment Policy
- Word Processor Policy
- Exams Policy
- Access Arrangements Policy

Other Documents:

- Exam Invigilator and Exam Support Handbook
- Invigilator/Exam Support Training Powerpoint

Before examinations (Entries and Pre-exams)

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 entries and exam preparation will be escalated to other relevant members of the senior leadership team and the exams officer:

Head of Centre – Michael Johnson

SENCo/SLT member i/c Examinations – Kelly Dighton

Deputy Executive Headteacher – Neil Payne

Examinations Officer – Cressida Harrington

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)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries

Additional JCQ publications for reference:

- Key dates in the examination cycle
 - Guidance Notes for Transferred Candidates
 - Alternative Site guidance notes
 - Guidance notes for overnight supervision of candidates with a timetable variation
- Centre assessed work

Additional JCQ publication for reference:

- Guidance Notes – Centre Consortium Arrangements

- Candidate information

Additional JCQ publications for reference:

- Information for candidates documents
- Exam Room Posters

Centre-specific information for reference

Exam Related Policies:

- Examination Contingency Plan
- Non-Examination Assessment Policy
- Complaints and Appeals Procedure
- Internal Appeals Procedure (Internal Assessment Decisions)
- Word Processor Policy
- Exams Policy
- Access Arrangements Policy
- Overnight Supervision Policy

Other Documents:

- Exams Guidance for Students and Parents Handbook
- Subject specific information from Heads of Department re: entry codes, option codes, candidate numbers, tier of entry (where applicable)

During examinations (Exam time)

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 other relevant members of the senior leadership team and the exams officer:

Head of Centre – Michael Johnson

SENCo/SLT member i/c Examinations – Laura Mackie

Deputy Executive Headteacher – Neil Payne

Examinations Officer – Cressida Harrington

Examinations Support – Becky Vile

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 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

Main duties and responsibilities relate to:

- Conducting examinations and assessments

Additional JCQ publication for reference:

- Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

Centre-specific information for reference

Exam Related Policies:

- Exams Policy
- Examination Contingency Plan
- Access Arrangements Policy
- Procedure to Verify Candidates
- Overnight Supervision Policy
- Emergency Evacuation Policy
- Lockdown Policy
- Candidate Absence Policy
- Candidate Late Arrival Policy
- Food and Drink Policy
- Leaving the Examination Room Policy
- Managing Behaviour Policy
- Separate Invigilation Policy
- Special Consideration Policy
- Exams Archiving Policy

Other Documents:

- Exams Guidance for Students and Parents Handbook
- Exam Invigilator and Exam Support Handbook

After examinations (Results and Post-Results)

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 after examinations will be escalated to other relevant members of the senior leadership team and the exams officer:

Head of Centre – Michael Johnson
 SENCo/SLT member i/c Examinations – Kelly Dighton
 Deputy Executive Headteacher – Neil Payne
 Examinations Officer – Cressida Harrington

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)

Main duties and responsibilities relate to:

- Results

Additional JCQ publication for reference:

- Release of Results notice

- Post-results services and appeals

Additional JCQ publications for reference:

- Post-Results Services: Information and guidance to centres
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

- Certificates

Centre-specific information for reference

Exam Related Policies:

- Exams Policy
- Examination Contingency Plan
- Special Consideration Policy
- Complaints and Appeals Procedure
- Internal Appeals Procedure (Internal Assessment Decisions)
- Internal Appeals Procedure (Review of Results and Appeals)
- Exams Archiving Policy

Other Documents:

- Exams Guidance for Students and Parents Handbook

All exam related policies, documents and student exam guidance can be found on the college website:

www.chulmleigh.devon.sch.uk

- **Exams Information and Policies**
- **Year 11 Information**