

# Escalation Process

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| <b>Centre Name</b>                        | Henlow Church of England Academy |
| <b>Centre Number</b>                      | 15179                            |
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| <b>Responsible member</b>                 | Naomi Chalkley                   |

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## **Purpose of the process**

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that Henlow Church of England 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.

This process confirms the main duties and responsibilities to be escalated.

This process also supports Henlow Church of England 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.

## **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 **Naomi Chalkley, Deputy Headteacher, Curriculum.**

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:

- Third party arrangements
- Centre status
- Confidentiality
- Resilience and contingency arrangements
- Cyber security

- Communication
- 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 and other information requirements
  - Centre inspections
    - Additional Jcq publication for reference:
      - Jcq Centre Inspection Service Changes
    - Policies available for inspection
      - Specific Jcq publications for reference:
        - General Regulations for Approved Centres (5)
        - Instructions for conducting examinations (25)
        - Access Arrangements and Reasonable Adjustments (5)
    - Personal data, freedom of information and copyright
      - Additional Jcq publication for reference:
        - Information for candidates – Privacy Notice

### **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 **Naomi Chalkley, Deputy Headteacher, Curriculum.**

To support understanding of the regulations and requirements, sections of relevant Jcq publications will be specifically referenced including:

- General Regulations for Approved Centres (5)

- Instructions for conducting examinations (1-15)
- Access Arrangements and Reasonable Adjustments (6-8)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)

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
- Centre assessed work (including ensuring that candidates' work is backed-up and considering the contingency of candidates' work being backed-up in the event of IT system corruption and cyber-attacks, and ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)

Additional JCQ publication for reference:

- Guidance Notes – Centre Consortium Arrangements
- Candidate information

Additional JCQ publications for reference:

- Information for candidates documents
- Exam Room Posters

### **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 **Naomi Chalkley, Deputy Headteacher, Curriculum.**

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.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (, 5)
- Instructions for conducting examinations (16-31)
- Access Arrangements and Reasonable Adjustments (8)
- A guide to the special consideration process (2-7)

Main duties and responsibilities relate to:

- Conducting examinations and assessments

Additional JCQ publication for reference:

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

### **After examinations (Results and Post-Results)**

As a contingency to enable the prompt handling of urgent issues only, the centre responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. The head of centre will ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself (GR 5.3)

As a contingency, the centre has at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. The National Centre Number Register is provided with the senior designated contact details (this might include a personal mobile number and/or email address). These are the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 3.18, 5.3)

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 **Naomi Chalkley, Deputy Headteacher, Curriculum.**

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (5)

Main duties and responsibilities relate to:

- Results

Additional JCQ publication for reference:

- o Release of Results notice

- Post-results services and appeals

Additional JCQ publications for reference:

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

- Certificates