



# THE ECCLESBOURNE SCHOOL

Learning Together for the Future

## ESCALATION POLICY

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March 2024

This policy will be reviewed annually.

This policy goes to the Student and Curriculum Sub-Committee

**This is a non-statutory policy**

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## **1 Purpose of the policy**

The purpose of this policy is to confirm where responsibility will be escalated to, to ensure the school's continued compliance with JCQ regulations. This process supports being able to confirm to an awarding body the external governance arrangements so that they have confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments.

## **2 Key staff involved in the process**

Head of Centre: James McNamara (Headteacher)

Examinations Director: Helen Green (Examinations Director, Assistant Head)

Safeguarding Lead: Clarissa Ourabi (Deputy Head)

Head of Upper School: David Duncker-Brown (Deputy Head)

Head of Sixth Form: Hannah Weller (Assistant Head)

Director of Learning Services: Lisa Brannan

Examinations Officer: Steve Walton

Invigilation administrator: Susan Hughes

Lead invigilators: Ann Riley,

## **3 Before examinations / assessments**

### **3.1 Planning**

Responsibility for ensuring compliance will be escalated to Helen Green (Examinations Director, Assistant Head), then:

Steve Walton (Examinations Officer)

James McNamara (Headteacher)

Clarissa Ourabi (Deputy Head)

Lisa Brannan (Director of Learning Services)

Susan Hughes (Invigilation administrator)

Main areas of compliance relate to:

#### **3.1.1 The agreement between the centre and awarding bodies (GR 3):**

- Third party agreements
- Centre status
- Confidentiality
- Retention of candidate's work
- Communication

#### **3.1.2 Centre management (GR 5):**

- Recruitment, selection, training and support
- External and internal governance arrangements
- Delivery of qualifications
- Public liability

- Conflicts of interest
- Controlled assessments, coursework and non-examined assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections
- Policies available for inspection

3.1.3 Reference information. To support the understanding of regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres (GR)
- Instructions for conducting examinations (ICE)
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice: Policies and Procedures (SMPP)
- A guide to the special consideration process

Additional JCQ publications for reference:

- JCQ Centre Inspection Service Changes

### **3.2 Entries and pre-exams**

Responsibility for ensuring compliance will be escalated to:

Helen Green (Examinations Director, Assistant Head), then:

Steve Walton (Examinations Officer)

James McNamara (Headteacher)

Clarissa Ourabi (Deputy Head)

Lisa Brannan (Director of Learning Services)

Main areas of compliance relate to:

3.2.1 Centre management:

- Access arrangements and reasonable adjustments
- Entries
- Centre assessed work
- Candidate information

3.2.2 Reference information. To support the understanding of regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres (GR 5)
- Instructions for conducting examinations (ICE 1-15)
- Access Arrangements and Reasonable Adjustments (6-8)

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
- Guidance notes – Centre Consortium Arrangements
- Information for candidate documents
- Exam posters

## **4 During examinations / assessments**

### **4.1 Exam time**

Responsibility for ensuring compliance will be escalated to:  
 Helen Green (Examinations Director, Assistant Head), then@  
 Steve Walton (Examinations Officer)  
 James McNamara (Headteacher)  
 Clarissa Ourabi (Deputy Head)  
 Lisa Brannan (Director of Learning Services)

The centre also has members of the Strategic Leadership Team who will provide support and guidance to the Examinations Director and Examinations Officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

Main areas of compliance relate to:

#### **4.1.1 Centre management:**

The agreement between the centre and the awarding bodies (GR 3)

- Retention of candidates' work

The responsibility of the centre (GR 5)

- Conducting examinations and assessments
- Malpractice

4.1.2 Reference information. To support the understanding of regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres (GR 3,5)
- Instructions for conducting examinations (ICE 16-31)
- Access Arrangements and Reasonable Adjustments (8)
- A guide to special consideration of process (sections 2-7)

Additional JCQ publications for reference:

- Guidance Notes – Very Late Arrival

## **5 After examinations / assessments**

### **5.1 After examinations / assessments**

Responsibility for ensuring compliance will be escalated to:

Helen Green (Examinations Director, Assistant Head), then:  
Steve Walton (Examinations Officer)  
James McNamara (Headteacher)  
Clarissa Ourabi (Deputy Head)  
David Duncker-Brown (Deputy Head)  
Hannah Weller (Assistant Head)

#### 5.1.1 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. This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification award 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 (Examinations Director) has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself (GR 5.3)

#### 5.1.2 Main areas of compliance relate to:

The responsibility of the centre (GR 5)

- Results
- Post-results services and appeals
- Certificates

5.1.3 Reference information. To support the understanding of regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres (GR 5)

Additional JCQ publications for reference:

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