



# THE ECCLESBOURNE SCHOOL

Learning Together for the Future

## ESCALATION POLICY

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February 2025

This policy will be reviewed annually.

**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 (Joint Council for Qualifications) 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)

Head of Learning Services: Lisa Brannan

Examinations Officer: Clare Vincent

Invigilation administrator: Susan Hughes

Lead invigilators: Ann Riley, Martin Bristow, Jackie Ransom

## **3 Before examinations / assessments**

### **3.1 Planning**

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

Clare Vincent (Examinations Officer)

James McNamara (Headteacher)

Clarissa Ourabi (Deputy Head)

Lisa Brannan (Head 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
- Resilience and contingency arrangements
- 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:

Clare Vincent (Examinations Officer)

James McNamara (Headteacher)

Clarissa Ourabi (Deputy Head)

Lisa Brannan (Head 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@

Clare Vincent (Examinations Officer)

James McNamara (Headteacher)

Clarissa Ourabi (Deputy Head)

Lisa Brannan (Head 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**

### **5.1.1 Results and Post-Results**

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. 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 (G.R 3.18, 5.3)

Responsibility for ensuring compliance will be escalated to:  
Helen Green (Examinations Director, Assistant Head), then:  
James McNamara (Headteacher)  
Clarissa Ourabi (Deputy Head)  
David Duncker-Brown (Deputy Head)  
Hannah Weller (Assistant Head)  
Clare Vincent (Examinations Officer)

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)