



CASTLE MEAD
ACADEMY

Escalation Process

2023-24

Policy Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout the academy. The Local Governing Body will review the policy, unless there are significant changes in the interim period.

Version:	1.0
Date created:	4 th September 2023
Author:	Miss A Thorley
Ratified by:	Mr T Hague
Date ratified:	11 th September 2023
Review date:	October 2024

Revision History:

Version:	Date:	Author:	Summary of Changes:
1.0	04.09.2023	Miss A Thorley	New Policy

Contents

Key staff involved in the policy	Error! Bookmark not defined.
Introduction	4
Purpose of the process	4
Before examinations (Planning).....	4
Before examinations (Entries and Pre-exams).....	5
During examinations/ assessments (Exam time).....	6
After examinations (Results and Post-Results).....	7
Changes 2023/2024	8
Centre-specific changes	8

Introduction

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that Castle Mead Academy 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).

This process also supports Castle Mead Academy being able to confirm to an awarding body the external governance arrangements 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. (GR 5.3)

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.

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:

- In absence of Head of Centre: Miss C French, Vice Principal
- In absence of exams SLT staff member: Mr M Rule, Assistant Principal

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
- Retention of candidates' work
- Communication

The responsibility of the centre (GR 5): Centre management

- Recruitment, selection and training of staff
- 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

- Centre inspections
Additional JCQ publication for reference:
 - JCQ Centre Inspection Service Changes
- Policies available for inspection

Reference information:

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

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Personal data, freedom of information and copyright (GR 6)

Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

Centre-specific information for reference

All Castle Mead Academy exam policies

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:

- In absence of Head of Centre Miss, A Thorley, Head of Achievement
- In absence of exams SLT staff member Miss, C French Vice Principle, Teaching & Learning

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)

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 candidates documents
- Exam Room Posters

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)

- Centre assessed work (including ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
- Candidate information

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-specific information for reference

All Castle Mead Academy exam policies

During examinations/ assessments (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:

- In absence of Head of Centre: Miss C French, Vice Principal
- In absence of exams SLT staff member: Mr M Rule, Assistant Principal

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)

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.

Main duties and responsibilities relate to:

- Main areas of compliance relate to:
 - 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

Additional JCQ publications for reference:

- Guidance Notes – Very Late Arrival

Centre-specific information for reference

All Castle Mead Academy exam policies

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

- In absence of Head of Centre: Miss C French, Vice Principal
- In absence of exams SLT staff member: Mr M Rule, Assistant Principal

The centre also has in place two members of the senior leadership team who will act as an emergency point of contact for the awarding bodies. They have the authority to liaise across the centre and ensure that any issues, queries, raised by an awarding body are successfully resolved prior to the publication of results. The head of centre is required to provide this information on an annual basis to the National Centre Number Team.:

- General Regulations for Approved Centres (section 5)
- 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)
- 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)
-

Centre-specific information for reference

Castle Mead Academy Complaints and Appeals Procedure (exams)

Castle Mead Academy GDPR Exams Policy

Changes 2023/2024

Under Purpose of the process: This process also supports [centre name] being able to confirm to an awarding body the external governance arrangements 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.

(Changed) Headings under Centre management: to reflect changes in GR 5 - Recruitment, selection, training and support - External and internal governance arrangements

(Added to) Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies) and to Centre assessed work (including ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)

(Added) Under During examinations: The centre also has in place 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.

(Added) Under After examinations: The centre also has in place two members of the senior leadership team who will act as an emergency point of contact for the awarding bodies. They have the authority to liaise across the centre and ensure that any issues, queries, raised by an awarding body are successfully resolved prior to the publication of results. The head of centre is required to provide this information on an annual basis to the National Centre Number Team.

Centre-specific changes

Upon review in September 2023, no centre-specific updates or changes were applicable to this document.