



400 YEARS OF EXCELLENCE

## Examination Escalation Process

<b>Policy approval date</b>	<b>February 2026</b>
<b>Policy review date</b>	<b>February 2027</b>
<b>Policy Lead</b>	<b>David Sykes Assistant Headteacher</b>
<b>Governor or SLT approval</b>	<b>SLT</b>
<b>Governor committee responsible for policy</b>	<b>N/A</b>

This process is reviewed annually to ensure compliance with current requirements and regulations.

Reference in the process to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

## **Introduction**

In terms of internal governance arrangements, it is the responsibility of the Head of Centre to ensure that Richard Hale School 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 Richard Hale School 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 David Sykes, Kevin Patterson and Louise Morris, Assistant Headteachers.

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
- Retention of candidates' work
- 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:
  - 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

## Reference information

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

- A guide to the special consideration process
- Access Arrangements and Reasonable Adjustments
- AI Use in Assessments: Your role in protecting the integrity of qualifications
- Guidance for centres on cyber security
- Instructions for conducting coursework
- Instructions for conducting examinations
- Instructions for conducting non-examination assessments (GCE and GCSE specifications)
- Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)
- Notice to Centres – Informing candidates of their centre-assessed marks
- Plagiarism in Assessments – Guidance for Teachers/Assessors
- Suspected Malpractice – Policies and Procedures

Additional JCQ document for reference:

- JCQ Centre Inspection Service Changes

## **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 David Sykes, Kevin Patterson and Louise Morris, Assistant Headteachers.

Ensure appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies.

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

- 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

Ensure 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
- JCQ Centre Inspection Service Changes
- Candidate information  
Additional JCQ publications for reference:
  - Information for candidate’s 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 Kevin Patterson and Louise Morris, Assistant Headteachers.

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  
The agreement between the centre and the awarding bodies (GR 3)
- Retention of candidates’ work (GR 3)

### **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 Kevin Patterson and Louise Morris, Assistant Headteachers.

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 3.18, GR 5.3).

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

- General Regulations for Approved Centres (GR 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

Reference information:

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

- General Regulations for Approved Centres (5)

Additional JCQ documents 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)