





THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

Exams Escalation Process 2021/22

 	Name of School	The Coopers' Company and Coborn School
	Policy review Date	March 2022
	Date of next Review	March 2023
	Who reviewed this policy?	Mrs. A. Titley
	Approved by SLT	March 2022



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Key staff involved in the escalation process

Role	Name(s)
Head of centre	Ms. S. Hay
Examinations and Data Manager line manager (Senior Leader)	Mr. M. Duncan
Exams team	Mrs. A. Titley – Examinations and Data Manager Mrs. L. Butler – Deputy Exams Officer
SENCo	Mrs. R. Carron
SENCo Assistant	Mrs. V. Bradley
SLT member(s)	Mr. R. Bell Mr. M. Duncan Mrs. J. Harris Mrs R. Carron Mr. J. Dudley-Hart



Purpose of the policy

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 (Ms. S. Hay) or the member of senior leadership with oversight of examination administration (Mr. M. Duncan), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Examinations and Data Manager (Mrs. A. Titley).

To further 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
- Recruitment, selection and training of staff
- 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

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 (Ms. S. Hay) or the member of senior leadership with oversight of examination administration (Mr. M. Duncan), responsibility for implementing JCQ regulations and requirements relating to activity prior to the examinations will be escalated to the Examinations and Data Manager (Mrs. A. Titley) whose work will be overseen by the Deputy Head Teacher (Mr. R. Bell).

To further support the 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 \(sections 6-8\)](#)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments which will be done in conjunction with the SENCo (Mrs. R. Carron)
- 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
Additional JCQ publication for reference:
 - ▶ Guidance Notes – Centre Consortium Arrangements
- Examination room posters
- Candidate information
Additional JCQ publications for reference:
 - ▶ Information for candidates documents

During the 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 Mrs. A. Titley – Examinations and Data Manager who will be overseen by the Deputy Head Teacher (Mr. R. Bell).

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
- Retention of candidates' work



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 Mrs. A. Titley – Examinations and Data Manager who will be overseen by the Deputy Head Teacher (Mr. R. Bell).

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

- [General Regulations for Approved Centres \(section 5\)](#)

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