Escalation Process
2026/2027

This process is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Headteacher	
Date of next review	September 2027

Key staff involved in the escalation process

Centre name	St Michaels Catholic School
Centre number	52138
Date policy first created	19/11/2025
Current policy approved by	Adam Palmer
Current policy reviewed by	Adam Palmer
Date of review	02/10/2026
Date of next review	September 2027

Key staff involved in the policy

Role	**Name**
Head of centre	Adam Palmer
Senior leader(s)	Lou Baker, Hannah Austin, Roisin Still, Simon Ralph, Robert Rooney
Exams officer	Jocelyn Watson
SENCo (or equivalent role)	Caren Urbani
Other staff (if applicable)	

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 the senior assistant head of School.

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
- 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

<u>Centre-specific information for reference</u>

- Any centre policies with relevance to the exam process, including
  - GDPR
  - Staff code of conduct
  - Health and safety regulations and (at the time of writing)
  - Public Health England guidance

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 the assistant Headteacher.

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)

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

Additional JCQ publication for reference:

- Guidance Notes – Centre Consortium Arrangements

- Candidate information
  Additional JCQ publications for reference:
    - Information for candidates' documents
    - Exam Room Posters

<u>Centre-specific information for reference</u>

- Head of Department (HOD) decisions on tier of entry
- Entries for private candidates from the Polish school affiliated with the centre
- Entries for internal candidates for other community languages
- Confirmation/sign off of entries from HODs
- Entries for students who are main dual registered and taught off-site.

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 the assistant head of School.

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

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- A guide to the special consideration process

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

Centre-specific information for reference

- Procedure for the security of papers (delivery/pickup) at the centre
- Invigilation rota
- Application for special consideration where relevant
- Application of agreed access arrangements within the centre.

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 assistant headteacher.

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

Centre-specific information for reference

- Payment of fees for post results services
- Decisions on the funding of post results services where applicable
- Set up of the SIMS management system to produce reports
- Dissemination of results to other parties e.g. Polish school, NORES
- Production of data for media publication and the website
- Upload of data for analysis to school management systems

Changes 2025-2026- no changes made