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## Escalation Process



*The* **HENRY**  
**BEAUFORT** *School*

# Escalation Process

**Updated March 2024**

**E Coleborn**

**Assistant Headteacher**

**A M Hine**

**Exams Officer**

# **The Henry Beaufort School Escalation Process**

## **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 Miss E. Coleborn Senior Teacher or in the event she is not available Mrs J. Scott Senior Deputy Headteacher

## **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
- NEAs and coursework
- Security of assessment materials
- National Centre Number Register
- Centre inspections
- Policies
- Personal data, freedom of information and copyright

## **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, access arrangements and exam preparation will be escalated to Miss E.

Coleborn Assistant Headteacher or in the event she is not available Mr A. Applin Deputy Headteacher. To support understanding of the regulations and requirements, relevant sections of JCQ publications will be referenced

### **Main duties and responsibilities relate to:**

- Access arrangements and reasonable adjustments
- Entries
- Centre assessed work
- Candidate information

## **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 Miss E. Coleborn Assistant Headteacher or in the event she is not available Mr A. Applin Deputy Headteacher

To support understanding of the regulations and requirements, all relevant JCQ publications will be 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
- 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 in the first instance to Miss E. Coleborn Assistant Headteacher or in the event she is not available Mr A. Applin Deputy Headteacher. To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

#### **Main duties and responsibilities relate to:**

- Results
- Post-results services and appeals
- Certificates