

Escalation Process

2022/23

This process is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Lauren Calver	
Date of next review	September 2023

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 headteacher, the responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the school business manager and deputy Headteacher.

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

Centre-specific information for reference

All members of SLT are given copies of the JCQ guidance documents by the exams officer, in the event the head being absent the members of staff in charge will be aware of the examination regulations that they will be overseeing. All exam policy templates from the previous year are saved in the shared area in the 'Exams File', these should be assessed and adapted to reflect any new regulations for that exam year. The school business manager has experience in running exams at the school previously, she will work with the deputy Headteacher to ensure the running of exams in the absence of the Headteacher.

Before examinations (Entries and Pre-exams)

In the event of the absence of the Headteacher, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to the school business manager and the deputy 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

Centre-specific information for reference

As the school is an in-patient setting there will be few entries for the school to make as the students will be entered by their home schools, in some instances for students who are NEET and have been with Ancora House School for an extended period of time, Ancora House School will enter students for core exams. Ancora House School is registered to enter students with AQA and Pearson, for students on roll at a school sitting exams, an application for a transfer of candidacy must be made at the earliest convenience to allow for papers to arrive. In the event the school feels an access arrangement should be in place for the student, all data protection notices and evidence must be obtained by Ancora House School and passed to the entering centre for processing.

During examinations (Exam time)

In the event of the absence of the Headteacher, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to the school business manager and the deputy Headteacher.

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

Centre-specific information for reference

As young people are admitted to the unit daily, it is likely that young people will be admitted who will be taking their GCSE or A Level examinations, throughout the exam series. In the event this occurs, the staff member in charge must support the exams officer in their decision making in relation to transfer of candidacy. The exams officer will arrange transfer of candidacy as soon as the candidate arrives at the unit, however if the student is due to sit an exam on the day they arrive at the unit, special consideration will be applied for in this instance.

After examinations (Results and Post-Results)

In the event of the absence of the head of centre responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to the school business manager and the deputy 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
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates

Centre-specific information for reference

As entries are made for candidates when they are inpatients on the hospital wards, they will be unable to collect results in person if they have been discharged. In the event the candidate has been discharged, consent will be obtained prior to them sitting exams that results will be posted to their home address or emailed to an approved email address. The examinations officer works the day prior to official results day, collating, checking and posting results to students, the examinations officer does not work on official results day. The acting member in charge should be available in person or by phone for candidates entered by Ancora House School, in order to provide advice and answer queries about results.