**CHAUNCY SCHOOL EXAMS ESCALATION PROCESS 2020 - 2021**

**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 Dennis O’Sullivan (Head of Centre) or the member of senior leadership with oversight of examination administration (Di Carey – Deputy Headteacher), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Steve Walton (Deputy Headteacher) and Craig Burnett (Assistant Headteacher) – Senior Leadership Team.

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

**Before examinations (Entries and Pre-exams)**

In the event of the absence of Dennis O’Sullivan (Head of Centre) or the member of senior leadership with oversight of examination administration (Di Carey – Deputy Headteacher), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Steve Walton (Deputy Headteacher) and Craig Burnett (Assistant Headteacher) – Senior Leadership Team.

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

**During examinations (Exam time)**

In the event of the absence of Dennis O’Sullivan (Head of Centre) or the member of senior leadership with oversight of examination administration (Di Carey – Deputy Headteacher), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Steve Walton (Deputy Headteacher) and Craig Burnett (Assistant Headteacher) – Senior Leadership Team.

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 Dennis O’Sullivan (Head of Centre) or the member of senior leadership with oversight of examination administration (Di Carey – Deputy Headteacher), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Steve Walton (Deputy Headteacher) and Craig Burnett (Assistant Headteacher) – Senior Leadership Team.

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