

## Cirencester Kingshill School

# Escalation Process Policy

Policy/Procedure creator: Mrs P. Clarke

Policy/Procedure created/reviewed: 25/03/25

Centre Name	Cirencester Kingshill School
Centre Number	57005
Date process first created	25/04/24
Current process reviewed by	Mrs P. Clarke
Current process approved by	Governing Body
Date of next review	25/03/26

Key staff involved in the process

Head of Centre	Mrs J. Lindley
Senior leader(s)	Mr D. Stillman
Exams officer	Mrs P. Clarke
Other staff (if applicable)	Not Applicable

This process is reviewed and updated annually to ensure compliance with current requirements and regulations.

Reference in the process to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

## **Introduction**

In terms of internal governance arrangements, it is the responsibility of the Head of Centre to ensure that Cirencester Kingshill School has in place a written escalation process should the Head of Centre, or a member of the Senior Leadership Team with oversight of examination administration, be absent (GR 5.3).

## **Purpose of the process**

The purpose of the process is to confirm where responsibility will be escalated to ensure continued compliance with JCQ regulations.

## **Before examinations/assessments**

### **Planning**

Responsibility for ensuring compliance will be escalated to Mr D. Stillman, Assistant Head of Centre and then to Mrs J. Lindley, Head of Centre.

The main areas of compliance relate to:

- The agreement between the centre and awarding bodies (GR 3)
  - Third party agreements
  - Centre status
  - Confidentiality
  - Retention of candidates' work
  - Communication

The responsibility of the centre (GR 5)

- Centre management

Personal data, freedom of information and copyright (GR 6) Reference information:

- 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

## **Entries and Pre-exams**

Responsibility for ensuring compliance will be escalated to Mr D. Stillman, Assistant Head of Centre and then Mrs J. Lindley, Head of Centre.

The main areas of compliance relate to:

- The responsibility of the centre (GR 5)
  - Access arrangements and reasonable adjustments
  - Entries
  - Centre assessed work
  - Candidate information

Reference information:

- 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) Centre-specific

reference information:

See Policy/Procedures Checklist 2024/2025

## **During examinations/assessments**

### **Exam time**

Responsibility for ensuring compliance will be escalated to Mr D. Stillman, Assistant Head of Centre and Mrs J. Lindley, Head of Centre.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
  - Conducting examinations and assessments
  - Malpractice Reference information:
- 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 16-31)

- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process

(sections 2-7) Centre-specific reference information:

See Policy/Procedures Checklist 2024/2025

## **After examinations/assessments**

### **Results and Post-Results**

Responsibility for ensuring compliance will be escalated to Mr D. Stillman, Deputy Head of Centre and Mrs J. Lindley, Head of Centre.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
  - Results
  - Post-results services and appeals
  - Certificates Reference information:
- 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) Centre-specific reference information:

See Policy/Procedures Checklist 2024/2025

### **CENTRE-SPECIFIC CHANGES**

Upon review in October 2024, no centre specific updates or changes were applicable to this document.