Examinations Escalation Policy

Policy Owner:	HoC, Vikki Alden
Local accountable officer:	Senior Lead for Exams, Ben Clark
Queries to:	Senior Lead for Exams, Ben Clark & Exams Officer, Katie Parrott
Date of last review:	November 2026
Date of next review:	November 2027

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Purpose of the policy

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.

Senior Designated Contacts:

Head of Centre	Senior Leader for Exams
Vikki Alden, Headteacher valden@brunelschool.org	Ben Clark, Operations Manager & Senior Lead for Exams bclark@brunelschool.org
Exams Officer/Manager	**SENDCo & Access Arrangements Lead**
Katie Parrott, Exams Officer/Manager kparrott@brunelschool.org	Caroline Kolek, Assistant Headteacher & SENDCo ckolek@brunelschool.org

In the event of absence, the following deputies are in post:

Deputy Head of Centre	Deputy Exams Officer/Manager
Emily Johnston, Deputy Headteacher ejohnston@brunelschool.org	Ben Clark, Operations Manager & Senior Lead for Exams bclark@brunelschool.org

Escalation:

The Exams Officer has oversight of examination administration and responsibility for implementing JCQ regulations and ensuring the smooth running of exams. In the first instance, queries should be referred to the Exams Officer (EO), who is:

KATIE PARROTT – EXAMS OFFICER/MANAGER– 01803 665522

Should this staff member be unavailable or for escalations, the matter should be referred to the Senior Lead for Exams, who is:

BEN CLARK – OPERATIONS MANAGER – 01803 665522

Should this staff member be unavailable or for escalations, the matter should then be referred to the Headteacher of Brunel School (Head of Centre) who is:

VIKKI ALDEN – HEADTEACHER – 01803 665522

The Special Partnership Trust (MAT) will provide guidance in the event of key staff absence.

Before examinations (Planning):

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:

- Third party arrangements
- 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:
  - JCQ Centre Inspection Service Changes

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

Entries and Pre-exams:

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
- 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):

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)

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):

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