



# Mullion School

## Exams Escalation policy

### 2024-2025

Centre Name	Mullion School
Centre Number	53813
Date policy first created	01/04/2025
Current policy reviewed by	SLT
Current policy approved by	M Dunleavy
Date of next review	01/10/2026

#### Key staff involved the policy

Role	Name
Exams Manager	S Reed
Deputy Headteacher	D Penberthy
Head of centre	M Dunleavy

#### 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.

This policy can also act as a protocol, alongside the Conflict of Interest Policy, for when a conflict of interest arises involving, the Head of Centre, or a member of the Senior Leadership Team with oversight of examination administration.

#### Before Examinations (Planning)

In the event of the absence of the Head of Centre (Headteacher) 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 the 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 responsibilities:**

- 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
  - Policies (reviewed annually)
  - Personal data, freedom of information and copyright

Exams Manager to support and to make changes via NCN to Head of Centre contact details and ensure awarding bodies are notified as necessary

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

In the event of the absence of the Head of Centre (Headteacher) or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to the Deputy Headteacher with support from the Exams Manager.

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 responsibilities:**

- Access arrangements and reasonable adjustments
- Entries

Additional JCQ publications for reference:

- o Key dates in the examination cycle
- o Guidance Notes for Transferred Candidates
- o Alternative Site guidance notes
- o Guidance notes for overnight supervision of candidates with a timetable variation
- Centre assessed work

**During Examinations**

In the event of the absence of the Head of Centre (Headteacher) 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 the Deputy Headteacher with support from the Exams Manager.

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 responsibilities:**

- 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 to the Deputy Headteacher with support from the Exams Manager.

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 responsibilities:**

- Results
- Post-results services and appeals
  - o Additional JCQ publications for reference:
  - o Post-Results Services: *Information and guidance to centres*
  - o JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates