

## Escalation Policy

### 2025/26

This procedure is reviewed annually to ensure compliance with current regulations.

Centre Name:	Orchard Mead Academy
Centre Number:	25224
Date procedures first created:	7 <sup>th</sup> February 2024
Approved by:	Subrina Johal
Review by:	Sam Lane
Date of next review:	1 <sup>st</sup> February 2027

#### Key staff involved in internal appeals procedures.

Role	Name(s)
Head of centre	Subrina Johal
SLT member(s)	Mrs Beatrice Finn
Exams manager	Mrs Samantha Lane
ALS Lead/SENCo	Mrs Emma Topley
Other Staff:	

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 Orchard Mead Academy 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).

This process also supports Orchard Mead Academy being able to confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments. (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 Nicola Gorman, the Academy Manager and Subrina Johal Principal.

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
- Resilience and contingency arrangements
- Cyber security
- Communication
- Retention of candidates work

The responsibility of the centre (GR 5): Centre management

- Recruitment, selection, training and support
- External and 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 available for inspection

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
- AI Use in Assessments: Your role in protecting the integrity of qualifications
- Guidance for centres on cyber security

- Instructions for conducting non-examination assessments (GCE and GCSE specifications)
- Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)
- Notice to Centres – Informing candidates of their centre-assessed marks
- Plagiarism in Assessments – Guidance for Teachers/Assessors

Additional JCQ publications for reference:

- JCQ Centre Inspection Service Changes

Centre-specific reference information:

Follow the exam contingency plan and appendix 1 which details the day-to-day process during the exams season

## **Entries and Pre-exams**

Responsibility for ensuring compliance will be escalated to Nicola Gorman, the Academy Manager and Subrina Johal, Principal.

Main areas of compliance relate to:

The responsibility of the centre (GR 5)

- Access arrangements and reasonable adjustments
- Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)
- Centre assessed work (including ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
- 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)

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
- Guidance Notes – Centre Consortium Arrangements
- Information for candidates documents
- Exam Room Posters

## **During examinations/assessments**

### **Exam time**

Responsibility for ensuring compliance will be escalated to Nicola Gorman, the Academy Manager and Subrina Johal, principal.

The centre also has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

Main areas of compliance relate to:

- The agreement between the centre and the awarding bodies (GR 3)
- Retention of candidates' work

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)

#### Additional JCQ publications for reference:

- Guidance Notes – Very Late Arrival

## **After examinations/assessments**

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

As a contingency, the centre has at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. The National Centre Number is provided with the senior designated contact details (this might include a personal mobile number and/or email address). These are the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 3.18, 5.3)

Responsibility for ensuring compliance will be escalated to Nicola Gorman, the academy business manager and Subrina Johal, principal.

#### 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)

#### Additional JCQ publications for reference:

- JCQ Release of results notice
- JCQ Post-Results Services (Information and guidance to centres)
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

## **Changes 2025/26**

(Updated) Under heading Planning updated list of JCQ reference documents

### **Centre-specific changes**

- Upon review in September 2025, no centre-specific updates or changes were applicable to this document.