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Company Registration Number: 10745840 (England and Wales)

Ethos Academy Trust

# Examination Escalation Process

## 2023 - 2024



Nurturing inclusive learning communities



<b>1</b>	<b>Summary</b>	This policy details the Exam escalation policy for Ethos College.			
<b>2</b>	<b>Responsible person</b>	Head of Centre /SLT			
<b>3</b>	<b>Accountable ELT member</b>	Rebecca Smith			
<b>4</b>	<b>Applies to</b>	Ethos College			
<b>5</b>	<b>Trustees and/or individuals who have overseen development of this policy</b>	N/A			
<b>6</b>	<b>Headteachers/Service Heads who were consulted and have given approval (if applicable)</b>	Rebecca Smith			
<b>8</b>	<b>Ratifying committee(s) and date of final approval</b>	Head Teacher			
<b>9</b>	<b>Version Number</b>	1.0			
<b>10</b>	<b>Available on</b>	Every	Y	Trust Website	N
				Academy Website	N
				Staff Portal	N
<b>11</b>	<b>Related documents (if applicable)</b>				
<b>12</b>	<b>Disseminated to</b>	Entire College			
<b>13</b>	<b>Date of implementation (when shared)</b>				
<b>14</b>	<b>Date of next formal review</b>	November 2024			
<b>15</b>	<b>Consulted with Recognised Trade Unions</b>	N/A			

Date	Version	Action	Summary of changes
20/09/2023	1.0	New Policy	

# Contents

Section	Description	Page
1.	Before Exams (Entries and Pre-Exams)	2
2.	During Exam Time	3
3.	After Exams (Results and Post Results_	3

## 1. Before examinations (Entries and Pre-exams)

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 entries and exam preparation will be escalated to the 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)

### 1.1 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 candidate’s documents
- Exam Room Posters

## 2. During examinations (Exam time)

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 during exam time will be escalated to the 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 16-31)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

### 2.1 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

## 3. 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 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)

### 3.1 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