



EXAMINATION – ESCALATION PROCEDURE

Centre 17632

In the event of the absence of the head of centre, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Director of Studies.

In the event of the absence of the Director of Studies, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Deputy Head (Academic) and in their absence, the most Senior member of Leadership.

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:

Before Examinations (Planning)

- Third party arrangements
- Centre status
- Confidentiality
- Communication
- Retention of candidates' work
- Recruitment, selection, training and support
- External and internal governance arrangements
- Conflicts of interest
- Delivery of qualifications
- Public liability
- 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

Specific JCQ publications for reference:

- 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
- JCQ Centre Inspection Service Changes
- Information for candidates – infographics and documents
- JCQ Key dates
- Exam Room Posters
- JCQ Post-Results Services
- JCQ Appeals Booklet

Before Examinations (Entries and Pre-exams)

- 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 (including ensuring that candidates' work is backed-up and considering the contingency of candidates' work being backed-up in the event of IT system corruption and cyber-attacks, and ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
- Candidate information
 - Additional JCQ publications for reference:
 - Information for candidates documents
 - Exam Room Posters

During Examinations (Exam time)

- Conducting examinations and assessments
- Malpractice
- Retention of candidates' work

After Examinations (Results and Post-Results)

- Results
- Post-results services and appeals
- Certificates

Head of Examinations

October 2024

To be reviewed October 2025