THE

ADEYFIELD ACADEMY

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Exam Escalation Process

Date: **October 2026**

Review Date: **September 2027**

Co-ordinator: **Mr A Hoque**

Signed by……..……. Dawn Mason (Headteacher)

Signed by…….…….. Leanne Stokoe (Chair of Governors)

This process is reviewed and updated annually to ensure compliance with current requirements and regulations and reflects centre practice. Reference in the process to GR relates to relevant sections of the current JCQ document General Regulations for Approved Centres

1. Purpose

- In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that Adeyfield 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 and assessment administration, be absent. This process also supports Adeyfield 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.
- The purpose of the process is to confirm where responsibility will be escalated to ensure continued compliance with JCQ regulations.

2. Before Examinations/Assessments

- Responsibility for ensuring compliance will be escalated to Wendy Mander - Deputy Headteacher/George Cook - Associate Assistant Headteacher
- Main areas of compliance relate to: The agreement between the centre and awarding bodies • Third party agreements • Centre status • Confidentiality • Resilience and contingency arrangements • Cyber security • Retention of candidates' work • Communication
- The responsibility of the centre: 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 and other information requirements • Centre inspections • Policies available for inspection Personal data, freedom of information and copyright

3. Entries and Pre-Exams

- Responsibility for ensuring compliance will be escalated to Wendy Mander - Deputy Headteacher/George Cook - Associate Assistant Headteacher
- Main areas of compliance relate to: The responsibility of the centre • Access arrangements and reasonable adjustments Entries and registrations (including ensuring appropriate controls are in place which ensure accurate entries and, as applicable, registration data is submitted to the awarding bodies) • Centre-assessed work (including ensuring that where candidates' work is produced electronically it is backed up and considering the contingency of candidates' work being backed-up in the event of IT system corruption and cyber-attacks; ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies; declaring any possible conflict of interest to the relevant awarding body before the published deadline for entries for each examination series, i.e. where a member of staff assesses a candidate with whom they have a close personal relationship) • Candidate information

4. During Examinations/Assessments

- Responsibility for ensuring compliance will be escalated to Wendy Mander - Deputy Headteacher/George Cook - Associate Assistant Headteacher

- Main areas of compliance relate to: The agreement between the centre and the awarding bodies • Retention of candidates' work The responsibility of the centre • Conducting examinations and assessments • Malpractice Reference information: To support understanding of the regulations and requirements, sections of relevant JCQ documents will be specifically referenced including: • General Regulations for Approved Centres • Instructions for conducting examinations • Access Arrangements and Reasonable Adjustments • A guide to the special consideration process (2-7) Additional JCQ document for reference: • Guidance notes – Very Late Arrival

5. After Examinations/Assessments

- 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 Register 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.
- Responsibility for ensuring compliance will be escalated to Wendy Mander - Deputy Headteacher/George Cook - Associate Assistant Headteacher
- Main areas of compliance relate to: The responsibility of the centre • Results • Post-results services and appeals • Certificates