



**‘Building Resilience for Future Success’**

## **Escalation Process**

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Reference in the process to GR relates to relevant sections of the current JCQ document  
General Regulations for Approved Centres.

## Introduction

In terms of internal governance arrangements, it is the responsibility of the head of Centre to ensure that Ancora House School 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 (GR 5.3).

This process also supports Ancora House School being able to confirm to an awarding body the external governance arrangement 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:**

In the event of the absence of the headteacher, the responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the school business manager, deputy Headteacher and assistant headteacher.

### **Main areas of compliance relate to:**

#### **The agreement between the Centre and awarding bodies (GR 3):**

- Third party agreements
- Centre status
- Confidentiality
- Resilience and contingency arrangements
- Cyber security
- Retention of candidates' work
- Communication

#### **The responsibility of the Centre management (GR 5):**

- 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
- Personal data, freedom of information and copyright (GR 6)

**To support understanding of the regulations and requirements, the following JCQ documents 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
- Notice to Centres – Informing candidates of their Centre-assessed marks
- Plagiarism in Assessments – Guidance for Teachers/Assessors

**Additional JCQ documents for reference:**

- JCQ Centre Inspection Service Changes

Centre specific reference information:

All members of SLT are given copies of the JCQ guidance documents by the exams officer, in the event the head being absent the members of staff in charge will be aware of the examination regulations that they will be overseeing. All exam policy templates from the previous year are saved in the shared area in the 'Exams File', these should be assessed and adapted to reflect any new regulations for that exam year. The school business manager has experience in running exams at the school previously, she will work with the deputy Headteacher to ensure the running of exams in the absence of the Headteacher.

## **Before Examinations / Assessments - Entries and Pre-exams**

**Responsibility for ensuring compliance will be escalated:**

In the event of the absence of the Headteacher, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation and overseeing exam and assessment administration, will be escalated to the school business manager, the deputy Headteacher.

**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 that candidates' work is backed-up and considering the contingency of candidates' work being back-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)
- Candidate information

### **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 (5)
- Instructions for conducting examinations (1-15)
- Access Arrangements and Reasonable Adjustments (6-8)

### **Additional JCQ documents 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

### **Centre specific reference information:**

Hospital Site: as the school is an in-patient setting, there will be few entries for the school to make as the students will be entered by their home schools but in some instances for students who are NEET and have been with Ancora House School for an extended period of time, Ancora House School will enter students for core exams. Ancora House School is registered to enter students with AQA and Pearson, for students on roll at a school sitting exams, an application for a transfer of candidacy must be made at the earliest convenience to allow for papers to arrive. In the event the school feels an access arrangement should be in place for the student, all evidence must be obtained by Ancora House School and passed to the entering Centre for processing.

Community Site: there will potentially be more entries here with some of the students being single registered with Ancora House School. Where that is the case, the EO will enter the candidates at the appropriate time on the AQA and Pearson online systems.

## **During Examinations / Assessments - Exam time**

### **Responsibility for ensuring compliance will be escalated:**

In the event of the absence of the Headteacher, responsibility for implementing JCQ regulations and requirements relating to during exam time and overseeing exam and assessment administration, will be escalated to school business manager, the Deputy Headteacher

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 documents will be specifically referenced including:

- General Regulations for Approved Centres (3, 5)
- Instructions for conducting examinations (16-31)
- Access Arrangements and Reasonable Adjustments (8)
- A guide to the special consideration process (2-7)

Additional JCQ document for reference:

- Guidance Notes – Very Late Arrival

### **Centre specific reference information:**

Hospital Site: as young people are admitted to the unit daily, it is likely that young people will be admitted who will be taking their GCSE or A Level examination throughout the exam series. In the event this occurs, the staff member in charge must support the exams officer in their decision making in relation to transfer of candidacy. The exams officer will arrange transfer of candidacy as soon as the candidate arrives at the unit, however if the student is due to sit an exam on the day they arrive at the unit, special consideration will be applied for in this instance.

Community Site: the young people at the Community Site are less changeable, so the entries can be made and planned for in advance.

## **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 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. (GR 3.18, 5.3)

### **Responsibility for ensuring compliance will be escalated to**

In the event of the absence of the head of Centre, responsibility for implementing JCQ regulations and requirements relating to after examinations and overseeing exam and assessment administration, will be escalated to the school business manager and the deputy Headteacher.

- **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 documents will be specifically referenced including:

- General Regulations for Approved Centres (5)

### **Additional JCQ document 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)

### **Centre-specific reference information:**

Hospital Site: entries at the hospital site are made for candidates when they are inpatients on the hospital wards, and as such, they will be unable to collect results in person if they have been discharged. In the event the candidate has been discharged, consent will be obtained prior to them sitting exams that results will be posted to their home address or emailed to an approved email address. The examinations officer works the day prior to official results day, collating, checking and posting results to students, the examinations officer will email out results on results day when required, SLT will be on call for enquiries about results. The acting member in charge should be available in person or by phone for candidates entered by Ancora House School, in order to provide advice and answer queries about results.

Community site: where our Centre make the entries, emails will be obtained in advance of the exam series, to send out statements of results and Carli Willis will be available 9-11 on results day for any queries.