HODGSON ACADEMY

Escalation Process (Exams)

2025/2026

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

Approved/reviewed by	
Date of next review	October 2026

Purpose of the process

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Key staff involved in this policy

Role	Name(s)
Head of centre	Mrs S. Khan
Exams officer	Mrs O. Leader
Exams Officer Line Manager (SLT)	Mrs J. Shaw
SLT member(s)	Mrs J.Aionessi, Miss F. Bate, Mr A. Day, Mr C. McCann, Miss S. Hetherington, Mr L. Jenkinson, Mrs L. Foley, Mrs J. Bristow, Miss R.Buckley.
SENCo/ Assistant SENCO	Mrs L. Foley/ Mrs L. Beaumont
Other staff	Mrs E. Maxwell

Before examinations (Planning)

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 activity prior to examinations will be escalated to Mrs Shaw and Mrs J. Aionesei.

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:

- Centre status
- Confidentiality
- Communication
- Recruitment, selection and training of staff

- 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

  Additional JCQ publication for reference:
  - Centre Inspection Service Changes
- Policies

  Specific JCQ publications for reference:
  - General Regulations for Approved Centres (section 5)
  - Instructions for conducting examinations (section 25)
  - Access Arrangements and Reasonable Adjustments (section 5)
- Personal data, freedom of information and copyright

  Additional JCQ publication for reference:
  - Information for candidates – Privacy Notice

Centre-specific information for reference

All relevant information/documentation, exam-related policies/procedures, manuals, guides etc… are within the Exam policies files located in the Exams officers office.

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 Mrs J. Shaw and Mrs J. Aionesei..

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)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries

  Additional JCQ publications for reference:
  - Key dates in the examination cycle
  - 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 candidates documents
  - Exam Room Posters

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 Mrs J. Shaw.

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 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

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

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 Mrs Shaw and Mrs J. Aionesei.

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)

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
  - JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

- Certificates