



Escalation Policy (Examinations)

Review Period Annually **Last Review Date** September 2025 **Next Review Date** September 2026

Contents

| | |
|---------------------------------------------|---|
| 1. Policy Information..... | 2 |
| 2. Key Staff involved..... | 2 |
| 3. Introduction..... | 2 |
| 4. Purpose of the Policy..... | 3 |
| 5. Before Examinations and Assessments..... | 3 |
| 6. Entries and pre-exams..... | 3 |
| 7. During Examinations and Assessments..... | 3 |
| 8. After Examinations and Assessments | 3 |
| 9. Changes for 2025/2026..... | 3 |

1. Policy Information

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| Centre name | Sutton House Academy |
| Centre number | 16611 |
| Date policy first created | 05/01/2024 |
| Current policy approved by | SLT |
| Current policy reviewed by | Jonathan Lee |
| Date of review | September 2025 |
| Date of next review | September 2026 |

2. Key Staff involved

| Role | Staff Name |
|------------------|------------------------------------------|
| Head of centre | Eglantin Muca (Landi) |
| Senior Leader(s) | Rachael Wyatt (Teaching & Learning Lead) |
| Exams Officer | Jonathan Lee |

This policy is reviewed and updated annually to ensure compliance with current JCQ requirements and regulations.

References in this policy to GR relate to the JCQ document General Regulations for Approved Centres.

3. Introduction

The Head of Centre is responsible for ensuring that Sutton House Academy has a written escalation policy in place in the event that the Head of Centre, or a member of the Senior Leadership Team with oversight of examinations and assessment administration, is absent. This policy supports effective governance and ensures awarding bodies can have confidence in the integrity of the centre's delivery of qualifications and examinations (GR 5.3).

4. Purpose of the Policy

The purpose of this policy is to clearly identify how responsibility will be escalated to ensure continued compliance with JCQ regulations before, during and after examinations and assessments.

5. Before Examinations and Assessments

Planning responsibilities will be escalated to the Exams Officer. Key areas of compliance include centre status, confidentiality, resilience and contingency planning, cyber security, conflicts of interest, assessment security, qualification delivery, governance arrangements and policies available for inspection in line with GR 3, 5 and 6.

The following JCQ documents will be referenced as required:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations
- Instructions for Conducting Non-Examination Assessments
- Access Arrangements and Reasonable Adjustments
- Suspected Malpractice Policies and Procedures

6. Entries and pre-exams

Responsibility will be escalated to the Exams Officer for access arrangements, entries, centre-assessed work, candidate information and data security. Relevant JCQ documentation will be followed to ensure accuracy and compliance.

7. During Examinations and Assessments

Responsibility will be escalated to the Exams Officer, supported by a designated member of the Senior Leadership Team. Compliance will focus on examination conduct, candidate supervision, malpractice prevention and security of assessment materials in line with JCQ Instructions for Conducting Examinations.

8. After Examinations and Assessments

For results and post-results services, the Exams Officer will assume responsibility. A senior designated contact will be available during holiday periods to respond to urgent awarding body enquiries. This includes responsibility for results, reviews, appeals and certificates, in line with GR 3 and GR 5.

9. Changes for 2025/2026

No additional changes applicable.