



Escalation Policy (Exams)

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Trust

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At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

#TeamWoodhey

At Woodhey High School, we have two key values that drive our actions, our choices, and our decisions.

These are:

Respect

We treat everyone as we wish to be treated ourselves; we are all part of the same team

Excellence

We strive to be the best we can be at all times; nothing but the best is good enough for us

Underpinning our values are two clear expectations.

These are:

Respect every member of staff and student in our community, following all instructions without answering back

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

Teamwork is the secret that makes common people achieve uncommon results (Ifeyanyi Enoch Onuoha)

#TeamWoodhey



Escalation Policy (Exams) 2025-26

Key staff involved in the policy

Role	Name(s)
Head of Centre	Dean Watson
Data and Exams Officer	Alison Abbott
Exams Officer	Alison Abbott
Senior Leader(s)	Gary Holden Mel Ward

Purpose of the Policy

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.

This process also supports Woodhey 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.

Before examinations (Planning)

In the event of the absence of the Head of Centre (Dean Watson) or the member of Senior Leadership Team with oversight of examination administration (Gary Holden), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Mel Ward, Deputy Headteacher (Quality of Education).

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:

- Third party arrangements
- Centre status
- Confidentiality
- Communication
- Recruitment, selection and training of staff
- 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
- Centre inspections
- Additional JCQ publication for reference:
 - o JCQ Centre Inspection Service Changes
- Policies available for inspection
- Specific JCQ publications for reference:
 - o General Regulations for Approved Centres (section 5)
 - o Instructions for conducting examinations (section 25)
 - o Access Arrangements and Reasonable Adjustments (section 5)
- Personal data, freedom of information and copyright
- Additional JCQ publication for reference:
 - o Information for candidates – Privacy Notice

Before examinations (Entries and Pre-exams)

In the event of the absence of the Head of Centre or the member of the Senior Leadership Team with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Mel Ward, Deputy Headteacher (Quality of Education).

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:
 - o Access arrangements and reasonable adjustments
 - o Entries
- Additional JCQ publications for reference:
 - o Key dates
 - o Guidance Notes for Transferred Candidates
 - o Alternative Site guidance notes
 - o Guidance notes for overnight supervision of candidates with a timetable variation
 - o Ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies.
- Centre assessed work
- Additional JCQ publication for reference:
 - o Guidance Notes
 - o Centre Consortium Arrangements
 - o 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:
 - o Information for candidates documents
 - o Exam Room Posters

During examinations (Exam time)

In the event of the absence of the Head of Centre or the member of the Senior Leadership Team with oversight of examination administration, responsibility for implementing JCQ regulations and



requirements relating to entries and exam preparation will be escalated to Mel Ward, Deputy Headteacher (Quality of Education).

The centre also has in place a member of the Senior Leadership Team who will provide support and guidance to the Exams Officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series. This is the Assistant Headteacher (Raising Standards).

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 16-31)
- 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:
 - o Guidance Notes – Very Late Arrival
 - o Malpractice
 - o Retention of candidates' work

After examinations (Results and Post-Results)

As a contingency to enable the prompt handling of urgent issues only, the centre responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. The Head of Centre will ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself (GR 5.3)

In the event of the absence of the Head of Centre or the member of the Senior Leadership Team with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Mel Ward, Deputy Headteacher (Quality of Education).

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 (Information and guidance to centres)
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates

