Twynham TGS
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Twynham TGS Exams:

Escalation Procedure

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Centre Name	Twynham & The Grange School
Centre Number	55209 (TS) & 55203 (TGS)
Date process first created	26/09/2025
Current process approved by	Cath Swart
Current process reviewed by	Rebecca Ricketts
Date of next review	01/11/2026

Key staff involved in the process

Role	**Name**
Executive Headteacher	Matthew Woodville
Head of Centre	Kate Ball / Laura Concar
Senior leader(s)	Cath Swart
Exams officer	Rebecca Ricketts
Other staff (if applicable)	

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**.

Purpose of the process

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that Twynham TGS 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 confirms the main duties and responsibilities to be escalated.

This process also supports Twynham TGS 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 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 the Executive Headteacher.

To support understanding of the regulations and requirements, the following JCQ documents will be referenced:

- A guide to the special consideration process
- Access Arrangements and Reasonable Adjustments
- AI Use in Assessments: Your role in protecting the integrity of qualifications
- Guidance for centres on cyber security
- Instructions for conducting coursework
- Instructions for conducting examinations
- Instructions for conducting non-examination assessments (GCE and GCSE specifications)
- Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)
- Notice to Centres – Informing candidates of their centre-assessed marks
- Plagiarism in Assessments – Guidance for Teachers/Assessors
- Suspected Malpractice – Policies and Procedures

Main areas of compliance relate to:

- Third party arrangements
- Centre status
- Confidentiality
- Resilience and contingency arrangements
- Cyber security
- Communication
- 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

  Additional JCQ information for reference:
  - Centre Inspection Service

- Policies available for inspection

  Specific JCQ documents for reference:
  - General Regulations for Approved Centres (5)
  - Instructions for conducting examinations (25)
  - Access Arrangements and Reasonable Adjustments (5)

- Personal data, freedom of information and copyright

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 the Executive Headteacher.

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)

Main areas of compliance relate to:

- 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)

  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

- 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)

  Additional JCQ documents for reference:
  - Guidance notes – Centre Consortium Arrangements

- Candidate information

  Additional JCQ documents for reference:
  - Information for candidates
  - 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 the Executive Headteacher.

The centre also has in place 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.

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 (16-32)
- Access Arrangements and Reasonable Adjustments (8)
- A guide to the special consideration process (2-7)

Main areas of compliance relate to:

- Conducting examinations and assessments

  Additional JCQ document for reference:
  - Guidance notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

After examinations (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 3.35, 5.3)

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 the Executive Headteacher.

To support understanding of the regulations and requirements, sections of relevant JCQ documents will be specifically referenced including:

- General Regulations for Approved Centres (5)

Main duties and responsibilities relate to:

- Results

  Additional JCQ document for reference:
  - Release of Results notice
- Post-results services and appeals

  Additional JCQ documents for reference:
  - Post-Results Services (Information and guidance to centres)
  - A guide to the awarding bodies' appeals processes
- Certificates