Merchant Taylors' School

EXAMINATION – ESCALATION POLICY

Centre 17632

In the event of the absence of the Head of Centre, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Deputy Head (Academic).

In the event of the absence of the Deputy Head (Academic), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Second Master and in their absence, the most Senior member of Leadership.

Before Examinations (Planning)

Main duties and responsibilities relate to:

- Third party arrangements
- Centre status
- Confidentiality
- Communication
- Retention of candidates' work
- Recruitment, selection, training and support
- External and internal governance arrangements
- Delivery of qualifications
- Public liability
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections
- Policies (available for inspection)
- Personal data, freedom of information and copyright

To support understanding of the regulations and requirements, the following JCQ and awarding body 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
- JCQ Centre Inspection Service
- Information for candidates – infographics and documents
- JCQ Key dates
- High-level principles for conducting MFL Speaking assessments
- Cambridge Handbook

Before Examinations (Entries and Pre-exams)

Main duties and responsibilities relate to:

- Entries
- Access arrangements and reasonable adjustments
- Conflict of interest
- Centre-assessed work (ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
- Candidate information

To support understanding of the regulations and requirements, the following JCQ and awarding body publications will be referenced:

- JCQ General Regulations for Approved Centres
- JCQ Instructions for Conducting Examinations
- JCQ Access Arrangements and Reasonable Adjustments
- JCQ Key Dates
- JCQ Guidance Notes for Transferred Candidates
- JCQ Guidance notes for overnight supervision of candidates with a timetable variation
- JCQ Information for candidates – infographics and documents
- Cambridge Handbook
- Exam room posters

During Examinations (Exam time)

Main duties and responsibilities relate to:

- Conducting examinations and assessments
- Malpractice
- Special consideration
- Retention of candidates' work

To support understanding of the regulations and requirements, the following JCQ and awarding body publications will be referenced:

- JCQ General Regulations for Approved Centres
- JCQ Instructions for Conducting Examinations
- JCQ Access Arrangements and Reasonable Adjustments
- JCQ Suspected Malpractice: Policies and Procedures
- JCQ A Guide to the Special Consideration Process
- JCQ Centre Inspection Service Changes
- Cambridge Handbook

After Examinations (Results and Post-Results)

Main duties and responsibilities relate to:

- Results
- Post-results services and appeals
- Certificates

To support understanding of the regulations and requirements, the following JCQ and awarding body publications will be referenced:

- JCQ General Regulations for Approved Centres
- JCQ Release of Results notice
- JCQ Post-Results Services: information and guidance to centres
- A guide to the awarding organisations' appeals processes
- Cambridge Handbook

Head of Examinations
October 2026
To be reviewed October 2027