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**Exams Escalation Policy of Harrow Independent College - 2024-25**

**Description:** To confirm how the main duties and responsibilities will be escalated should the head of center, or a member of the senior leadership team with oversight of examination administration, be absent throughout any part of the examination cycle

**Version:**

**Created on: 09th April 2022**

**Created by: Mrs. Ritu Tripathy, Management Consultant**

**Date of Review: - 3rd March 2024**

**Reviewed by: - Eesha Saadrani, Exams Officer**

**Date of next review:** On or before 25th April 2026

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# Purpose of the process

To confirm how the main duties and responsibilities will be escalated should the Head of Centre, or a member of the Senior Leadership team with oversight of examination administration, be absent throughout any part of the examination cycle.

# Before examinations (Planning)

In the event of the absence of the Head of Centre (Mr Kandiah Kandeepan), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Exams Officer (Mrs. Eesha Saadrani).

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

* General Regulations for Approved Centers
* 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

Hard copies of these publications can be accessed through the examinations in a blue folder located in the college office.

Electronic copies of these publications can be found in the examinations area with the office drive.

**Main duties and responsibilities will 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 Centers (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

# Before examinations (Entries and Pre-exams)

In the event of the absence of the Head of Centre (Mr Kandiah Kandeepan), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Exams Officer (Mrs. Eesha Saadrani)

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

* General Regulations for Approved Centers (section 5)
* Instructions for conducting examinations (sections 1-15)
* Access Arrangements and Reasonable Adjustments (sections 6-8)

Hard copies of these publications can be accessed through the examinations blue folder located in the college office.

Electronic copies of these publications can be found in the examinations folder in the data management folder.

**Main duties and responsibilities relate to:**

* Access arrangements and reasonable adjustments which will be done in conjunction with the assessments made by our educational psychologist Mr Thomas Alan.
* 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*
* Examination room posters
* Candidate information

*Additional JCQ publications for reference:*

* + *Information for candidate’s documents*

# During examinations (Exam time)

In the event of the absence of the Head of Centre (Mr Kandiah Kandeepan), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Exams Officer (Mrs. Eesha Saadrani).

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

* + *General Regulations for Approved Centers (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 (Mr Kandiah Kandeepan), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Exams Officer (Mrs Anishga Selvaranjan) whose work will be overseen by Senior Exams Officer (Mrs Ritu Tripathy).

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

* *General Regulations for Approved Centers (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

Signature of Staff members responsible to ensure proper implementation of this policy.

Kandiah Kandeepan………………………………………………….

Eesha Saadrani………………………………………………………….

Shandhya Parameswaran……………………………………………..

Date : 25th April 2025