

Meadow High School



1.7 Exams - Exams Escalation Process 2023 / 2024

In accordance with JCQ General Regulations 5.3 Internal governance arrangements

- d) has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent;*
- e) 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;*

This process will be reviewed annually.

Last Reviewed: March 2024

Next Review: March 2025

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Exams Escalation Process

If the Head of Centre is absent, the escalation process for exams is as follows:

- The Deputy Headteacher will assume the role of Acting Head of Centre until such time as the Head of Centre is once again available.

The member of senior leadership who provides support and guidance to the Examinations Officer is:

- Assistant Headteacher, KS5.
- In the absence of the member of senior leadership who provides support and guidance to the examinations officer, all matters relating to exams will be referred to the Deputy Headteacher.

In the long term absence of the Exams Officer, the Acting Exams Officer will be:

- the Assistant Headteacher for KS5 will act as Exams Officer with admin support from the PA/Office Manager.