

Policy/Procedure creator: Miss Kirsty Phillips

Policy/Procedure created/reviewed: 25/09/2023

Centre Name	Ormiston Sudbury Academy
Centre Number	19347
Date process first created	30/09/2021
Current process reviewed by	Mr Dominic Howkins
Current process approved by	Mr Dominic Howkins
Date of next review	20/09/2024

Key staff involved in the process

Head of centre	Mrs Sally Morris
Senior leader(s)	Mr Dominic Howkins - Vice Principal, Mrs Emma Price - Vice Principal, Miss Lesley Turner - Assistant Principal, Mr Paul Stokes - Assistant Principal, Mrs Nicola Discombe - Academic Manager
Exams officer	Miss Kirsty Phillips
Other staff (if applicable)	Mrs Kelly Jacques - Director of Inclusion, Mrs Nicola Logan - Academy Business Manager

This process is reviewed and updated annually to ensure compliance with current requirements and regulations.

Reference in the process to **GR** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

Introduction

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that Ormiston Sudbury Academy 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. (GR 5.3)

This process also supports Ormiston Sudbury Academy 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. (GR 5.3)

Purpose of the process

The purpose of the process is to confirm where responsibility will be escalated to ensure continued compliance with JCQ regulations.

Before examinations/assessments

Planning

Responsibility for ensuring compliance will be escalated to

- Mr Dominic Howkins (Vice Principal) if Mrs Sally Morris (Principal/Head of Centre) absent
- Mr Dominic Howkins (Vice Principal) if Miss Kirsty Phillips (Exams Officer) absent
- OAT Head Office to oversee if Mrs Sally Morris (Principal), Miss Kirsty Phillips (Exams Officer) and Mr Dominic Howkins (Vice Principal) all absent

Main areas of compliance relate to:

- The agreement between the centre and awarding bodies (GR 3)
 - Third party agreements
 - Centre status
 - Confidentiality
 - Retention of candidates' work
 - Communication

The responsibility of the centre (GR 5): **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
- Centre inspections
- Policies available for inspection

Personal data, freedom of information and copyright (GR 6)

Reference information:

- 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

Additional JCQ publications for reference:

- JCQ Centre Inspection Service Changes

Centre-specific reference information:

Not applicable

Entries and Pre-exams

Responsibility for ensuring compliance will be escalated to

- Mr Dominic Howkins (Vice Principal) if Mrs Sally Morris (Principal/Head of Centre) absent
- Mr Dominic Howkins (Vice Principal) if Mrs Kelly Jacques (Director of Inclusion) absent
- Mr Dominic Howkins (Vice Principal) if Miss Kirsty Phillips (Exams Officer) absent

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
 - Access arrangements and reasonable adjustments
 - Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)
 - Centre assessed work (including ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
 - Candidate information

Reference information:

- 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)

Additional JCQ publications for reference:

- Key dates
- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variatio

- Guidance Notes – Centre Consortium Arrangements
- Information for candidates documents
- Exam Room Posters

Centre-specific reference information:

Not applicable

During examinations/assessments

Exam time

Responsibility for ensuring compliance will be escalated to

- Mr Dominic Howkins (Vice Principal) if Mrs Sally Morris (Principal/Head of Centre) absent
- Mr Dominic Howkins (Vice Principal) if Miss Kirsty Phillips (Exams Officer) absent

The centre also 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.

Main areas of compliance relate to:

- The agreement between the centre and the awarding bodies (GR 3)
 - Retention of candidates' work

The responsibility of the centre (GR 5)

- Conducting examinations and assessments
- Malpractice

Reference information:

- 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)

Additional JCQ publications for reference:

- Guidance Notes – Very Late Arrival

Centre-specific reference information:

Not applicable

After examinations/assessments

Results and Post-Results

Responsibility for ensuring compliance will be escalated to

- Mr Dominic Howkins (Vice Principal) if Mrs Sally Morris (Principal/Head of Centre) absent
- Mr Dominic Howkins (Vice Principal) if Miss Kirsty Phillips (Exams Officer) absent

The centre also has in place two members of the senior leadership team who will act as an emergency point of contact for the awarding bodies. They have the authority to liaise across the centre and ensure that any issues, queries, raised by an awarding body are successfully resolved prior to the publication of results. The head of centre is required to provide this information on an annual basis to the National Centre Number Team.

Main areas of compliance relate to:

- The responsibility of the centre (GR 5)
 - Results
 - Post-results services and appeals
 - Certificates

Reference information:

- 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)

Additional JCQ publications for reference:

- JCQ Release of results notice
- JCQ Post-Results Services (Information and guidance to centres)
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

Centre-specific reference information:

Not applicable

CHANGES 2023/2024

(Added) Under **Purpose of the process**: This process also supports [centre name] 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.

(Changed) Headings under **Centre management**: to reflect changes in GR 5 - Recruitment, selection, training and support - External and internal governance arrangements

(Added to) **Entries** (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies) and to **Centre assessed work** (including ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)

(Added) Under **During examinations**: 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.

(Added) Under **After examinations**: The centre also has in place two members of the senior leadership team who will act as an emergency point of contact for the awarding bodies. They have the authority to liaise across the centre and ensure that any issues, queries, raised by an awarding body are successfully resolved prior to the publication of results. The head of centre is required to provide this information on an annual basis to the National Centre Number Team.

CENTRE-SPECIFIC CHANGES

Not applicable