



Clifton High School

co-educational nursery pre-school to sixth form

Public examinations: Internal governance arrangements – escalation process

JCQ [General Regulations for Approved Centres](#) states

5.3 It is the responsibility of the head of centre to ensure that his/her centre:

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;

The Deputy Head Academic has oversight of examination administration. In the event that the Deputy Head Academic is absent or unavailable the responsibility will escalate to the Deputy Head Second Master or the Head of School.

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;

The examinations officer is supported by the Deputy Head Academic, a member of the senior leadership team, who deputises for the head of centre to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series;

Mr Matthew Bennett

1 October 2020

The Diamond Edge Model  Realising Individual Brilliance

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