

APPENDIX 1



Archway School Escalation Process

Escalation process (should the Head of Centre, or a member of the senior leadership team with oversight of examinations administration, be absent) (GR 5.3)

Criteria for implementation of the plan

- Kay Young- Deputy Headteacher has senior leadership responsibility for overseeing all examination processes, having held the role since 2013.
- In the event of Mrs Youngs absence, the following escalation process will be implemented by the Exams department:

Centre actions to mitigate the impact of the disruption

- Dominic Salmon Deputy head, Data to be consulted if problems arise with any data
- SIMS Support Gloucester if problems arise with systems i.e. Exams organiser (Sims)
- Kay Young to be consulted in matters related to malpractice, candidates, invigilation, and any other exam related matters which arise.
- In absence of Kay Young, the Exams team will consult with Kieron Smith
Head of Centre