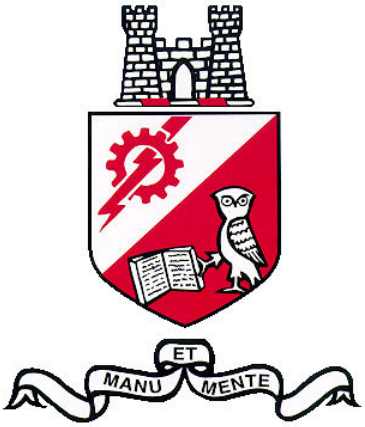
WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

Escalation Process

Policy Date:	September 2026
Policy to be reviewed on:	September 2027
Signed:	

WEST HATCH HIGH SCHOOL

Key Staff involved in the procedure

Role	Name(s)
Head of Centre	Mrs Victoria Schaefer
Exams Manager / Deputy Headteacher	Mrs Natalie Steadman
Examinations Officer	Mrs Debora Platman and Mrs Gill Newton

Centre name: West Hatch High School
Centre number: 16807

Introduction
In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that West Hatch High School has in place a written escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent.

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
Responsibility for ensuring compliance will be escalated to Natalie Steadman.

Entries and Pre-exams
Responsibility for ensuring compliance will be escalated to Natalie Steadman.

During examinations/assessments
Exam time responsibilities and compliance oversight are escalated to Natalie Steadman.

After examinations/assessments
Results and Post-Results responsibilities are escalated to Natalie Steadman.

Changes effective from 1 September 2026
In the absence of Natalie Steadman, a member of SLT will be available to assist the Exams Office Staff as directed by the Head of Centre.