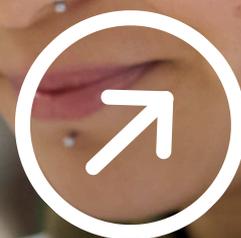




LONDON
MATHS & SCIENCE
COLLEGE

 www.lmsc.org.uk



Examination Policy

(JCQ and Awarding Organisation Compliance — including Private Candidates, AAT and Pearson VUE)

London Maths & Science College

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INFORMATION

(JCQ and Awarding Organisation Compliance — including Private Candidates, AAT and Pearson VUE)

Policy Owner: Head of Centre

Operational Lead: Examinations Officer (EO)

Strategic Oversight: Senior Leadership Team (SLT) link for Examinations

Applies to: All LMSC staff, candidates (including private candidates), contractors and visitors involved in or affected by examinations/assessments

Qualifications covered: AQA/OCR/Pearson A Levels and GCSEs; Functional Skills; Pearson BTECs; AAT qualifications; Pearson VUE test programmes; and any other awarding organisation provision approved for delivery by LMSC

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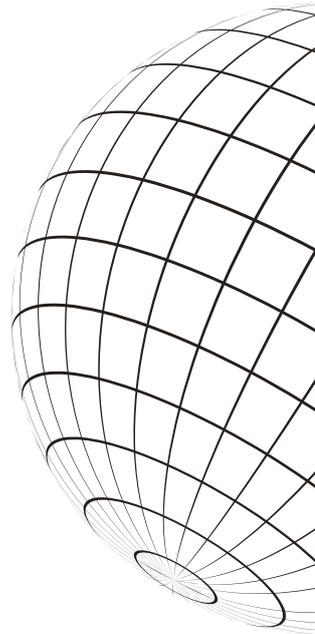


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1. Purpose of the Policy

London Maths & Science College (LMSC) is committed to ensuring that examinations management and administration is run effectively, efficiently, and in full compliance with published JCQ regulations and awarding body requirements.

This Examination Policy ensures that:

- all aspects of the centre's exams process are documented and align with the Exams Contingency Plan and other relevant exams-related policies/procedures (including those covering access arrangements, malpractice, emergencies, appeals and data protection);
- the workforce is well informed, supported and trained to meet regulatory expectations;
- all centre staff involved in the exams process understand their roles, responsibilities and internal deadlines;
- all exams/assessments are conducted according to JCQ and awarding body regulations and instructions, maintaining integrity and security at all times (including the security of confidential materials and electronic assessment content);
- candidates (including private candidates) understand the exams process and what is expected of them before, during and after assessments.

This policy is reviewed annually to ensure LMSC ways of working are accurately reflected and that exams and assessments are conducted in line with current JCQ and awarding body regulations and guidance. (jcq.org.uk)

This policy is communicated to all relevant staff (including invigilators, reception and site staff) and key information is issued to candidates in advance of each series.

2. Regulatory and Quality Framework

LMSC complies with (as applicable):

- **JCQ General Regulations for Approved Centres (1 Sept 2025 – 31 Aug 2026)** (jcq.org.uk)
- **JCQ Instructions for Conducting Examinations (ICE) (1 Sept 2025 – 31 Aug 2026)** (jcq.org.uk)
- **JCQ Access Arrangements and Reasonable Adjustments (AARA) (2025/26)** (jcq.org.uk)

- **JCQ Instructions for Conducting Non-Examination Assessments (NEA) (2025/26)** (jcq.org.uk)
- **JCQ Suspected Malpractice: Policies and Procedures (2025/26)** (jcq.org.uk)
- JCQ and awarding body guidance on conflicts of interest, centre inspections, special consideration and post-results services (as issued for the current year) (jcq.org.uk)
- **Awarding organisation rules and specifications** for AQA, OCR, Pearson/Edexcel, Pearson BTEC, AAT, and **Pearson VUE test centre programme requirements** (including ID requirements, workstation/test room security, incident reporting, and candidate conduct rules).
- **Equality Act 2010, UK GDPR, Data Protection Act 2018**, and LMSC Information Governance arrangements.

Where LMSC delivers any element of a qualification through a third party, LMSC retains oversight and accountability, holds a written agreement, and ensures documentation is inspection-ready.

3. Policy Statement

LMSC will:

1. Deliver examinations and assessments fairly, consistently and securely for all candidates, including private candidates.
 2. Maintain robust controls for **secure storage, confidential materials handling**, and **electronic assessment security**, including a documented keyholder model and audit trail.
 3. Ensure candidates receive clear information on exam rules, unauthorised items, conduct expectations, timetables, results release, post-results services, and certificates.
 4. Provide access arrangements and reasonable adjustments in line with evidence rules and normal way of working expectations, arrangements for private candidates.
 5. Prevent, detect, investigate and report malpractice/maladministration in line with JCQ requirements and awarding body procedures.
 6. Maintain records required for compliance, inspections, malpractice investigations and appeals, and ensure disposal.
 7. Release results **securely via secure email and in person** only, and protect candidate confidentiality.
-

4. Roles and Responsibilities

4.1 Head of Centre (HoC)

The Head of Centre is accountable to awarding bodies for ensuring LMSC is always compliant with JCQ regulations and awarding body requirements, and that exams/assessments remain secure and valid.

The Head of Centre:

- understands, refers to and directs relevant staff to the annually updated JCQ suite (GR, ICE, AARA, Malpractice, NEA and Special Consideration guidance);
- ensures suitable accommodation is available for cohort size, access arrangements, separate rooms and practical assessments;
- ensures the secure storage facility meets JCQ standards and is operated with **2-6 authorised keyholders** with restricted access and documented responsibilities;
- ensures LMSC responds to the **National Centre Number Register (NCNR)** annual update and the HoC declaration by the required deadline, recognises suspension of centre status and loss of access to entries and question papers;
- ensures prompt reporting of incidents that may compromise assessment delivery (including cyber incidents);
- ensures staff do not forward JCQ/awarding body correspondence externally or post such correspondence
- ensures candidates/parents are not directed to contact awarding bodies or JCQ directly;
- ensures an escalation process exists and that SLT oversight is in place throughout each series.
- ensures teachers/tutors who teach the subject being examined are **not used as invigilators** for that subject exam.
- ensures conflicts of interest are declared to awarding bodies by deadlines and mitigations are recorded.

4.2 Exam

The EO is appointed by the Head of Centre and is the main point of contact for examinations administration and awarding body not appoint themselves as the EO; these are distinct roles.

The EO: knowledge of JCQ publications and awarding body administrative instructions;

- completes the NCNR annual update by and manages changes promptly, including relocation notifications;

- produces an annual exams plan (annual deadlines) and communicates it clearly;
- manages entries (estimated and final), lists, and ensures statements of entry are issued for checking;
- recruits, trains, briefs and deploys invigilators (including lead invigilators) and retains training records;
- ensures exam day (seating plans, signage, resources, incident logs, evacuation readiness); handling of exam materials and maintains all required logs (delivery/receipt, secure movement, packet checking, electronic paper copy)
- coordinates with the SENCo for access arrangements delivery and trains/briefs
- manages exam day procedures, late arrivals (including “very late” reporting), absences, invigilation applications and dispatch of scripts;
- manages results release (secure email and in person), post-results services and certificates;
- ensures arrangements for private candidates are compliant and documented (including ID, access arrangements evidence, NEA supervision requirements, and on-screen testing procedures).

4.3 SLT Exams Link (Senior Leader with Oversight)

The SLT Exams Link:

- supports and line-manages the EO, ensuring adequate resources, staffing and compliance;
- ensures teaching teams meet EO/SENCo internal deadlines;
- ensures emergency evacuation arrangements are documented and practiced for exams venues;
- ensures senior staff are available on key results days to advise candidates on outcomes and post-results actions.

4.4 SENCo / ALS Lead (Access Arrangements Lead)

The SENCo:

- leads the access arrangements and reasonable adjustments process in line with JCQ AARA;
- ensures evidence of need and normal way of working is gathered, retained and inspection-ready for each candidate (including private candidates where relevant); - submits applications through Access Arrangements Online (AAOed, or via the awarding body route if out of scope;
- ensures facilities, practical assistants, prompters) are trained, understand boundaries, and that training records are retained; file19□

- liaises with EO to ensure rooming and invigilation for access arrangements candidates is planned and implemented correctly.

4.5 Teaching Staff and Curriculum Leaders

Teaching staff:

- undertake key tasks in the exam cycle and meet deadlines set by EO/SENCo;
- keep up to date with awarding body subject guidance and attend training where appropriate;
- deliver and assess NEA/coursework in line with JCQ NEA instructions and awards, including authenticity controls;
- inform candidates of centre assessed marks in time for internal review requests prior to submission;

4.6 Invigilators (including Lead Invigilator)

Invigilators:

- complete initial training, annual updates and session briefings;
- sign confidentiality and security declarations and declare any current sanctions;
- conduct with JCQ ICE and LMSC instructions, maintaining vigilance and recording incidents;
- follow the candidate identification procedure and enforce unauthorised item rules consistently.

4.7 Reception Staff

Reception staff support the EO by:

- logging confidential deliveries at point of receipt;
- ensuring secure handover and immediate transfer to secure storage.

4.8 Site Staff

Site staff support by:

- preparing exam rooms to required standards and ensuring quiet conditions;
- ensuring maintenance work and first occur during exam sessions.

4.9 Candidates (including Private Candidates)

Candidates must:

- follow JCQ and LMSC rules and invigilator instructions;
- check statements of entry and report errors promptly;
- arrive punctually and bring permitted equipment only;
- comply with unauthorised item rules (including phones and smart devices);
- provide evidence where required for spe access arrangements.

Private candidates must additionally:

- comply with all LMSC timelines and administrative requirements;
- provide required ID and contact details;
- accept that LMSC must apply the same malpractice and reporting expectaidates as to internal candidates.

5. The Exam Cycle and Detailed Procedures

LMSC manages exams through the five-stage exam cycle:

1. **Planning**
2. **Entries**
3. **Pre-exams**
4. **Exam time**
5. **Resu*

This policy defines controls and responsibilities within each stage.

5.1 Planning

5.1.1 Annual inftaff awareness

- The Head of Centre ensures all relevant staff are directed to the current JCQ publications each year.
- The EO signposts staff to updated JCQ and awarding body documentation and ensures relevant access rights to secure AO portals are approved and controlled.
- The EO issues an annual brief to staff that covers:
 - exam cycle overview and key compliance requirements
 - internal deadlines and escalation routes

- confidentiality expectations and restrictions on sharing JCQ/AO communications.

5.1.2 Annual exams plan

The EO completes an annual information gathering exercise to confirm:

- qualifications delivered and assessment routes;
- key awarding body dates and deadlines (entries, estimated entries, NEA submission/moderation windows, results days, PRS windows);
- exam room capacity, separate rooms and access arrangements demand;
- invigilator recruitment and training schts for internal mock examinations and internal assessments.

The EO publishes an annual exams plan that sets:

- internal cut-off dates for entry data return, NEA marking/standardisation, estimated grades (where applicable evidence cut-offs, and PRS requests;
- named responsible roles for each deliverable;
- escalation expectations for missed deadlines.

5.1.3 Internalisation

LMSC operates a written escalation process to ensure examination integrity is maintained during:

- EO absence (short-term and long-term)
- HoC absence
- SLT Exams Link absence
- site disruption or building access restrictions

Key principle: there is always a named SLT lead available to support and authorise urgan exam series.

5.1.4 Public liability, health and safety, and candidate welfare

LMSC ensures:

- exam venues meet health and safety standards and are appropriately covered for public liability;
 - appropriate safeguarding arrangements apply during exams and on-site attendance for private candidates, including supervision expectations during clashes and rest breaks.
-

5.2 Entries

5.2.1 Estimated entries (where required)

The EO requests estimated/early entry information from Curriculum Leaders and submits by AO deadlines. Candidates are made aware of the JCQ privacy notice requirements at the appropriate time.

5.2.2 Final entries

The EO:

- requests n by internal deadlines;
- confirms tiered entry requirements where applicable;
- ensures entry processes minimise missed registrations and late fee exposure; - confirms submission details with Curriculum Leaders for accuracy;
- observes awarding body terms and conditions for entry/withdrawal.

Curriculum Leaders:

- provide entry information to internal deadlines;
- notify EO of changes (candidate details, amendments, withdrawals) promptly.

5.2.3 Late entries and penalties

The EO maintains procedures to reduce late entry risk. Where occur due to departmental delay, costs are allocated to departmental budgets in line with policies

5.2.4 Candidate statements of entry and checking

The EO issues statements of entry/timetables for candidate check support candidates to check and confirm details; candidates must report correctly.

5.2.5 Private candidate entries

For private candidates, LMSC applies the same entry governance, with additional controls:

- verification of candidate identity and contact details before submission of qualification suitability and assessment route (including NEA feasibility);
- clear conditions regarding fees, deadlines, access arrangements evidence requirements and conduct expectations;

- explicit acknowledgement that reporting processes apply equally.
-

5.3 Pre-exams

5.3.1 Access arrangements and reasonable adjustments (including private candidates)

LMSC ensures access arrangements:

- are evidence-based, reflect normal way of working and com
- include appropriate candidate involvement in decisions;
- are documented in inspection-ready files/e-folders, one per candidate;
- include evidence of assessor qualification where required and are available to inspectors on request.

Private candidates: LMSC follows JCQ guidance for centres accepting private candidates, ensuring an appropriate picture of need and normal way of working is established and that assessment is carried out by the centre's appointed assessor where required.

Word processors and separate rooms: The SENCo liaises with SLT regarding word processor use; criteria for allocation and separate invigilation are clear and meet JCQ expectations. Tan inspection statement on criteria used for awarding word processors. *Emergency/temporary arrangements:** The EO maintains a process for emergency/temporary access arrangements applying through AAO or awarding body routes where required.

5.3.2 Internal assessment and endorsements (NEA, coursework, controlled assessment elements)

The Head of Centre ensures:

- marking/assessment is coordinated, standardised and quality assured;
- centre assessed work is produced, authenticated and assessed in accordance with awarding body instructions, including for private candidates where applicable;
- an internal appeals/review of marking route is available;
- an NEA policy operates with NEA components;

Teaching staff ensure candidates are informed of JCQ "Information for Candidates" regarding producing assessed work, including plagiariections, and confirm authenticity processes are applied.

5.3.3 Invigilation: recruitment, training and deployment

The EO:

- recruits sufficient invigilators for all exam series;
- checks new recruit suitability and records whether the invigilator has any sanctions;
- trains new invigilators provides annual updates to existing invigilators before allocation
- ensures invigilators understand the difference between invigilation and facilitation roles for access arrangements and what is permissible;
- collects evaluation feedback to improve training.

5.3.4 Candidate briefing and information issued

Prior to exams, the EO issues to candidates:

- individual exam timetable and key series information, including contingency day notices;
- JCQ “Information for Candidates” notices (including unauthorised items and written exam
- LMSC candidate guidance covering:
 - timetable clashes and supervision expectations
 - late arrival and “very late” rules
 - absence and illness reporting requirements
 - permitted equipment and what the centre provides
 - food and drink rules
 - temporary leaving of exam rooms and supervision
 - results release arrangements (secure email and in person services process, internal deadlines and consent requirements
 - certificates issue and collection rules.

5.3.5 Candidate identification and exam seating a candidate identification procedure:

- candidates are identified through registration processes; dates, an identification card is placed on the desk including photo, name, candidate number and centre number;
- staff support identification where concerns arise.

The EO produces seating plans compliant with JCQ/awarding body requirements and marks access arrangements candidates clearly on plans; invigilators are briefed on those arrangements.

5.3.6 Secure storage and security of exam materials (paper and electronic)

LMSC maintains strict controls to preserve confidentiality and integrity:

(a) Secure room and keyholders

- Secure storage facility is in a secure room used only for administering secure examination materials.
- The secure room contains only exam-related material (no mock papers, internal tests or past papers stored as “live”).
- There are ****between two and six keyhold** understanding responsibilities.
- Access is restricted to keyholders; any staff approved by the Head of Centre are accompanied by a keyholder at all times. le12□

(b) Receipt and logging of confidential materials

- A log is kept at point of delivery recording confidential materials received and signed for by authorised staff.
- Confidential materials are transferred immediately to secure storage until removed from pack the secure room and returned in timetable order.
- Question paper packets are checked och packaging and a log is retained.

(c) Handing over confidential materials are handed only to authorised staff as determined by the Head of Centre; arrangements ensure traceability and prevent unauthorised access.

(d) Electronic materials

- Secure electronic materials (e.g., electronic question papers) are downloaded/printed/collated under controlled conditions process; only authorised staff can access the files.

(e) Checking the correct question paper packet

To avoid breaches of security:

- immediately before opening, a second person (in addition to the person removing papers) checks and confirms the day/date/time;
- the second check is recorded;

- if it is discovered the wrong packet has been opened, it is resealed and the incident is reported immediately to the awarding body's malpractice team.

(f) Security breach and cyber incident reporting

Any incident putting question paper security at risk (including cyber compromise) is escalated immediately to the Head of Centre and reported to the relevant awarding body/bodies without delay.

5.4 Exam Time (Conduct of Examinations)

All exams are conducted in strict accordance with JCQ ICE and awarding body instructions. (jcq.org.uk)

5.4.1 Exam venues and room standards

The Head of Centre ensures exam venues meet JCQ requirements and that designated exam rooms are not used for other activity during exam sessions.

The EO ensures:

- rooms are set up appropriately (seating, spacing, signage, clocks, resources);
- access arrangements candidates are seated and supervised in accordance with their approved arrangements;
- invigilators have an incident log in every room and understand how to record and escalate event

Site staff ensure:

- no maintenance noise disturbs candidates;
- no fire alarm testing occurs during exam sessions.

5.4.2 Invigilator briefings and exam day checklists

The EO briefs invigilators session-by-session, covering:

- exam components being sat;
- access arrangements and any transferred candidates;
- required materials and permitted resources;
- emergency evacuation procedure;
- escalation routes if malpractice is suspect

The EO uses an exam-day checklist to ensure preparation, response to unplanned events, and follow-up actions are completed.

5.4.3 Candidate absence

LMSC operates the following absence approach:

- attendance/pastoral staff contact parents/carers of any candidates absent at the start of an exam; - candidates who can be escorted to the venue within **30 minutes** may be allowed to sit at the centre's discretion; confirmed absent candidates are clearly marked on the attendance register and seating plan;
- candidates absent without a valid reason may be asked to cover the cost of the examination and may be re-charged relevant entry fees for unauthorised absence.

5.4.4 Late arrival and "very late" arrival

- A candidate arriving after the start time may be admitted at LMSC discretion and, if admitted, is allowed the full exam duration.
- A candidate arriving **more than one hour late** is considered "very late"; the EO reports very late arrivals using the required JCQ process via CAP within **7 days** and script may not be accepted.
- Invigilators record details on the exam room incident

5.4.5 Unauthorised items (including phones and smart devices)

Unauthorised items (phones) must not be taken into the exam room. If seen:

- items are confiscated where appropriate;
- a record is made and details are passed to the lead invigilator, EO and Head of Centre;
- the Head of Centre may report to the awarding body/JCQ in line with malpractice procedures.

5.4.6 Food and drink; leaving the room temporarily

LMSC communicates clear rules for:

- what food/drink may be allowed (normally water only, subject to medical exceptions);
- how candidates leaving temporarily are supervised and how this is recorded in the incident log.

Any temporary exit is controlled to prevent communication about exam content, malpractice and maladministration

LMSC takes an ethical, preventative approach and works proactively to avoid malpractice by students and staff.

Key requirements

- Irregularities are recorded and investigated.
- Alleged/suspected/actual malpractice or maladministration (candidate or staff) is reported immediately to the awarding body using the prescribed documentation and evidence rules.
- Individuals involved are informed that personal data will be provided to awarding bodies where malpractice occurred, and may be shared with other bodies/regulators in accordance with JCQ malpractice procedures.

Examples include (non-exhaustive): unauthorised materials, breaches of exam conditions, information sharing, and offences relating to candidates' work.

5.4.8 Special consideration

The EO processes eligible special consideration applications to awarding bodies by external deadlines, gathering evidence from candidates and staff

LMSC applies special consideration only where eligibility criteria are met and evidence supports the application.

5.4.9 Dispatch of scripts

The EO identifies and confirms dispatch arrangements and keeps records to track dispatch.

5.5 Timetabling, Clashes, Overnight Supervision, Alternative Sites and Transfers

5.5.1 Timetabling and rooming

The EO:

- produces a master exam timetable for each series;
- identifies rooms and specialist equipment needs;
- allocates invigilators to meet required ratios;
- ensure rooms meet requirements;
- liaises with SENCo for rooming of access arrangements candidates.

5.5.2 Timetable clashes and supervised sessions clashes according to JCQ regulations, ensuring that:

- candidates are supervised as required;
- there is no communication with other candidates;
- secure conditions are maintained until all components are completed.

5.5.3 Overnight supervision (last resort)

Overnight supervision is applied only as a last resort once all other options are exhausted. The policy basis includes:

- where candidates have multiple examinations timetabled the same day exceeds the defined thresholds, the centre may allow an exam to be taken the following morning (including Saturdays), but not earlier than timetabled;
- LMSC appoints a member of staff to supervise the candidate while on the premises and ensures no contact;
- supervision from 30 minutes after the awarding body's published start time for the delayed exam is maintained;
- LMSC determines a method of supervision that also ensures candidate wellbeing.

Records are maintained for inspection purposes where overnight supervision is used. (jcq.org.uk)

5.5.4 Alternative sites

Where LMSC uses any alternative site for timetabled examinations, the EO:

- ensures criteria for alternative site arrangements are met;
- notifies the JCQ Centre Inspection Service via CAP (or via the awarding body where out of CAP scope) within required time

5.5.5 Centre consortium arrangements and transferred candidates

Where applicable, the EO processes consortium or transfer arrangements via CAP by deadlines and informs relevant candidates of arrangements.

(Mock Exams and Internal Assessment Under External Conditions)

Where LMSC conducts external conditions, the EO:

- prepares the internal exam timetable and rooming;

- provides seating plans;
- requests internal papers/materials from teaching staff;
- arranges invigilation and briefs invigilators.

The SENCo liaises to ensure access arrangements candidates are properly supported in internal exams. On-Screen / On-Demand Testing (AAT and Pearson VUE)

LMSC delivers on-screen/on-demand tests for AAT and Pearson VUE programmes with the following controls:

6 Test room and workstation security

- test rooms operate as exam rooms with controlled access and silence expectations;
- workstations are checked prior to each sitting;
- unauthorised materials and devices are prohibited;
- candidate login and session launch procedures follow programme rules.

6.2 Candidate identity verification

- candidates must present identity evidence as required by the relevant programme;
- discrepancies are escalated to the EO/Test Centre sitting is not permitted unless identity requirements are met.

6.3 Incidents and technical disruption

- technical faults are recorded and candidates are supervised to prevent communication or access to unauthorised resources;
- incidents are ret platform/awarding body in the required manner and timeframe;
- LMSC retains incident records for audit.

6.4 Private candidates in on-screen testing

Private candidates must comply with the same ID, conduct and security requirements and accept that any breaches may be reported as malpractice/misconduct under programme rules.

7. Conflicts of Interest

LMSC informs awarding bodies by published deadlines of conflicts of interest, including:

- staff taking qualifications at the centre (particularly where internal assessment is present);
- candidates taught for internally assessed components by staff with a close relationship;

LMSC maintains clear records of mitigations and protocols to protect assessment integrity.

8. Centre Inspections, Audits and Unannounced Visits

LMSC cooperates with JCQ Centre Inspection Service, awarding bodies and regulators during inspections/investigations, enabling access to:

- exam venues and storage facilities;
- documentation, logs, policies and evidence files.

The EO or an SLT representative accompanies inspectors throughout the visit, including inspection of the secure storage facility.

The SENCo (or delegated senior staff member if absent) meets inspectors to provide access arrangements evidence and respond to queries.

9. Results and Post-Results

9.1 Confidentiality and release of results

The Head of Centre ensures results are confidential and restricted until the official requirement to withhold provisional results from candidates.

9.2 Result at LMSC

LMSC releases results:

- **In person** (collection at LMSC with identity verification), and/or
- **By secure email** to the candidate's verified registered email address.

The EO:

- informs candidates in advance of when and how results will be released for each series;
- accesses restricted results release where available, resolves missing/incomplete results and issues statements of results on release day. eased to third parties without explicit candidate authorisation and appropriate identity verification.

9.3 Post-results services (PRS)

The EO provides information to candidates and staff on services, deadlines and fees and publishes internal deadlines to meet external windows.

LMSC operates a documented process to:

- record PRS requests;
- obtain consent (especially where marks/grades may go down);
- collect fees where relevant;
- submit requests on time;
- track and communicate outcomes;
- update centre records where applicable.

The Head of Centre ensures an internal appeals route exists where centre decision not to support a PRS request.

Where LMSC has concerns about a cohort, LMSC may submit reviews for al, noting candidate consent requirements.

9.4 Results day staffing and candidate support

SLT identifies staff involved on main results days and ensures senior staff are available immediately after results publication to support candidate decisions (progression, resits, PRS).

9.5 Analysis of results and external reporting

Quality Nominee / SLT Quality Lead is responsible for:

- producing an analysis of results for internal quality improvement;
- providing to external organisations where required;
- overseeing any relevant DfE checking exercises where applicable to LMSC's context. . Certificates: Issue, Retention and Disposal

Certificates remain the property of awarding bodies. LMSC:

- distributes certificates without of disputes;
- does not withhold certificates without prior awarding body permission (exceptional circumstances o
- keeps a record of certificates issued and returns any certificates requested by awarding bodies.

10 Issue arrangements at LMSC

Candidates collect certificates:

- **in person** with ID verification and an authorised collector with written/email authorisation from the candidate and collector ID evidence.

10.2 Retention and destruction

LMSC:

- retains all unclaimed certificates under secure conditions for a **minimum of 12 months** from date of issue;
- after 12 months, destroys confidentially or returns them to awarding bodies where required;
- retains a record of destroyed certificates for **four years** from the date of destruction; - retains the certificates collection/issue record for **five years** with the Exams Office. awarding body does not offer a replacement certificate service, LMSC informs candidates that a Certifying may be issued by the awarding body instead.

11. Records Management, Retention and Data Protection

The EO:

- keeps all records required by JCQ and awarding bodies for the required period;
- keeps records in line with LMSC records management expectations;
- operates an examinations archiving approach that identifies information held, secure disposal methods.

All exam-related personal data is processed in accordance with UK GDPR Act 2018. Access to exam information is restricted to staff with a legitimate role-based, Review and Continuous Improvement

12 Annual exams review

After each academic year/provides SLT with an overview of:

- what went well across planning, entries, pre-exams, exam time and results;
- what needs improvement (resourcing, training, compliance gaps, incident.

The EO collects and evaluates feedback from staff, candidates and invigilators to inform the review.

SLT works with the EO to produce and monitor an improvement action plan.

12.2 This policy is reviewed annually (or sooner if JCQ/AO requirements change materially), ensuring alignment with the current year JCQ expectations. (jcq.org.uk)

13. Linked LMSC Exam Policies and Procedures

This Examination Policy forms part of LMSC's wider examination governance framework and must be read in conjunction with the following controlled policies, procedures and operational documents. These are organised below under key compliance domains to support inspection readiness and regulatory clarity.

1. Assessment Integrity and Quality Assurance

These documents ensure the validity, reliability and standardisation of assessments:

- **Non-Examination Assessment (NEA) Policy**
- **Internal Assessment and Moderation Procedures**
- **Internal Appeals Procedure** (Centre Assessed Marks and Examination Decisions)

- **Conflicts of Interest Policy (Examinations)**
 - **Managing Candidate Behaviour, Irregularities, Malpractice and Maladministration Policy**
 - **Special Consideration Policy and Procedure**
 - **Post-Results Services Policy** (Access to Scripts, Reviews of Results, Appeals)
 - **Estimated Grades and Endorsements Procedure** (where applicable)
-

2. Candidate Support and Access

These documents ensure equality, fairness and compliance with the Equality Act 2010:

- **Access Arrangements and Reasonable Adjustments Policy**
 - **Word Processor Policy (Examinations)**
 - **Separate Invigilation and Rooming Criteria Procedure**
 - **Candidate Identification Procedure**
 - **Private Candidate Examination Agreement and Procedures**
 - **Candidate Absence Procedure**
 - **Candidate Late Arrival Procedure**
 - **Internal Examination (Mock Examination) Procedure**
-

3. Examination Security and Risk Management

These documents safeguard the integrity and security of examination materials and processes:

- **Exams Contingency Plan (Disruption Management)**
 - **Lockdown Procedure (Examinations)**
 - **Emergency Evacuation Procedure for Examination Venues**
 - **Secure Storage and Exam Materials Security Procedure** (including keyholder responsibilities and logging processes)
 - **On-Screen and On-Demand Testing Procedure (AAT and Pearson VUE)**
 - **IT and Cyber Incident Response Procedure (Assessment Security)**
 - **Invigilator Recruitment, Training and Conduct Procedure / Invigilator Handbook**
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4. Results, Certification and Records Management

These documents ensure compliance with awarding body and data protection requirements:

- **Results Day Programme and Management Procedure**
 - **Post-Results Services Procedure**
 - **Certificates Issue, Retention and Disposal Procedure**
 - **Examinations Archiving and Records Retention Policy**
 - **Data Protection Policy (Examinations)**
-

5. Governance, Safeguarding and Compliance Oversight

These documents ensure legal compliance, safeguarding and whistleblowing protections:

- **Child Protection and Safeguarding Policy**
 - **Whistleblowing Policy**
 - **Complaints and Appeals Procedure (Examinations)**
 - **Public Liability and Health & Safety Compliance Documentation (Exams)**
 - **National Centre Number Register (NCNR) Compliance Procedure**
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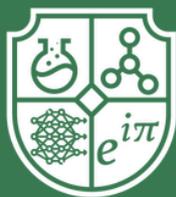
All the above documents are controlled under LMSC's governance framework and are subject to version control, annual review and audit. They are available for inspection by JCQ Centre Inspectors, awarding organisations, regulators and other authorised bodies upon request.

14. Approval

Approved by: **Head of Centre, London Maths & Science College (LMSC)**

Date: **16 February 2026**

Review Date: **16 February 2027**



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MATHS & SCIENCE
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