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Exam Security Policy

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Exam Security Policy

Applies to: All examinations and assessments delivered under JCQ regulations (including AQA, Pearson Edexcel, OCR, WJEC/Eduqas) and all LMSC staff involved in exams/assessments

Aligned to: *JCQ General Regulations for Approved Centres 2025–2026; JCQ Instructions for Conducting Examinations (ICE) 2025–2026; JCQ Suspected Malpractice: Policies and Procedures 2025–2026*

1. Document Control

Field	Detail
Policy Owner	Exams Officer
Senior Responsible Officer (SRO)	Head of Centre
Approved by	Head of Centre
Effective Date	10 / 10 / 2025
Review Date	10/ 10 / 2026 (or earlier if JCQ updates / incident)
Version	1.0
Controlled Copy Location	Exams Office Compliance File / Quality Drive (restricted access)

2. Purpose

This policy sets out how **London Maths & Science College (LMSC)** protects the confidentiality, integrity, and availability of examination materials and exam processes. It establishes mandatory security controls for:

- secure receipt, checking and storage of confidential materials;
- secure downloading/printing (where permitted) and management of electronic exam materials;
- secure movement and issue of question papers to exam rooms;
- exam room security, candidate supervision and unauthorised material controls;
- incident response and reporting (including malpractice/maladministration);
- training, oversight, monitoring and audit readiness.

These controls are designed to meet JCQ requirements and to evidence compliance during JCQ Centre Inspections.

3. Scope

This policy applies to:

- **All staff** involved in exam administration and delivery (Head of Centre, Exams Officer, deputies, invigilators, teachers supporting access arrangements, IT support).
- **All exam materials**, including: sealed question paper packets, confidential instructions, modified papers, stationery supplied by awarding bodies, answer booklets where treated as secure, on-screen test materials, and any secure materials downloaded from awarding body portals (where permitted).
- **All locations** where confidential materials may be present: receipt points, secure storage, secure print/download locations, exam rooms, and script packing/dispatch areas.

Where LMSC delivers **Functional Skills**, this policy applies alongside the JCQ Functional Skills instructions.

4. Policy Statement

LMSC will:

1. Maintain a secure storage facility and secure processes consistent with JCQ requirements.
2. Ensure only authorised persons access confidential materials, and that access is logged, auditable, and minimised.
3. Maintain an unbroken **chain of custody** for question papers and other confidential materials.
4. Apply and evidence a **mandatory “Second Pair of Eyes”** check at key risk points to prevent wrong-paper and timing errors.
5. Prevent and respond to malpractice/maladministration in accordance with JCQ requirements, including prompt reporting and robust evidence preservation.
6. Ensure staff are trained, briefed, and competent to implement this policy and JCQ ICE requirements.

5. Definitions

- **Confidential materials:** Any material designated secure by awarding bodies, including question papers and secure on-screen assessment content.

- **Secure storage:** Storage arrangements meeting JCQ requirements for secure materials.
 - **Second Pair of Eyes:** A documented check by two authorised persons confirming correct paper/component/date/time and related identifiers before opening/issuing.
 - **Malpractice/Maladministration:** As defined by JCQ, including actions or failures that compromise integrity and security of assessments.
-

6. Roles and Responsibilities

6.1 Head of Centre (SRO)

- Holds overall accountability for exam security compliance.
- Ensures adequate staffing, resources, and secure facilities.
- Reviews serious incidents and approves high-level corrective actions and reporting where appropriate.

6.2 Exams Officer (Policy Owner)

- Implements this policy and maintains all exam security logs and evidence packs.
- Controls secure storage access, keys/codes, authorised personnel lists, and custody of confidential materials.
- Ensures second-person checks are completed and retained.
- Ensures incidents are recorded and escalated in line with JCQ requirements.

6.3 Deputy/Assistant Exams Officer (where appointed)

- Provides resilient cover and supports checking/auditing of logs and processes.
- Acts only within documented authorisations.

6.4 SENCo / Access Arrangements Lead

- Ensures secure handling of access arrangements evidence and modified papers, and correct implementation without compromising security or confidentiality.

6.5 IT Support / On-screen Test Lead

- Ensures technical security for on-screen tests (restricted accounts, device controls, secure printing pathway, incident response).

- Supports secure download/print processes and ensures restricted access to electronic materials.

6.6 Invigilators (including Lead Invigilator)

- Maintain exam room security and continuous supervision in line with JCQ ICE.
- Enforce controls on unauthorised materials and follow incident procedures.
- Complete session documentation accurately and promptly.

6.7 All Staff

- Must not access, disclose, copy, or discuss confidential materials except as authorised by the Exams Officer.
 - Must report any concern immediately (including near misses).
-

7. Secure Storage and Key Control

7.1 Secure Storage Requirements

LMSC will maintain secure storage arrangements compliant with JCQ requirements, including restricted access and secure protection of confidential materials at all times.

7.2 Authorised Key Holders

- The Exams Officer maintains a **Secure Storage Key Holder Register** (Appendix A).
- Only persons named on the register may hold keys or access codes/fobs.
- Authorisations must be role-based, time-limited where appropriate, and reviewed at least annually (and immediately on staff changes).

7.3 Key Issue/Return Controls

- Keys are stored securely when not in use.
- Key issue/return must be recorded (Appendix A).
- Lost keys or compromised access must be treated as an exam security incident and escalated immediately to the Head of Centre.

7.4 Secure Storage Access Logging

Every entry/access must be recorded (Appendix B), including purpose and whether materials were handled. Logs must be completed contemporaneously and retained for inspection.

8. Receipt, Checking, and Storage of Confidential Materials

8.1 Receipt Controls

- Exam deliveries must be received by a designated staff member.
- Deliveries must not be left unattended in reception/post areas.
- Where a Point of Delivery arrangement exists, handover must be immediate and documented.

8.2 Checking and Discrepancy Management

- Deliveries are checked against despatch notes/timetables.
- Discrepancies (missing/damaged packets, incorrect materials) must be recorded and reported immediately via awarding body channels.
- All checks and actions must be recorded in the centre's exam materials receipt documentation for the series.

8.3 Immediate Secure Storage

Confidential materials must be placed into secure storage immediately after receipt/checking and remain there until authorised removal for an exam session.

9. Chain of Custody and Question Paper Movement

9.1 Movement Principles

- Confidential materials must be under authorised supervision at all times.
- Materials must be moved in sealed/closed containers and must not be left unattended.
- Movements must be minimised and timed to reduce exposure.

9.2 Question Paper Movement Log

All movements (secure storage → exam room → returns) must be recorded (Appendix C), capturing:

- paper/component identifiers, scheduled date/time, quantity, room, staff names/signatures;
 - invigilator receipt signature;
 - return of unused papers/spares (as applicable).
-

10. Mandatory Second Pair of Eyes Check

10.1 When Checks Are Required

A documented “Second Pair of Eyes” check must be completed at minimum:

- **before opening** any question paper packet(s);
- at additional risk points determined by the Exams Officer (e.g., removal from secure storage for multiple rooms; sessions with multiple tiers/languages/components).

10.2 What Must Be Verified

Two authorised staff must confirm:

- correct awarding body, qualification, paper code/title, unit/component;
- correct tier/level and language (where applicable);
- correct scheduled date/time and session;
- correct room and candidate cohort;
- packet seal intact prior to opening;
- correct modified papers where applicable.

10.3 Evidence

The check must be recorded on the **Second Pair of Eyes Check Record** (Appendix D) and retained in the Exam Series Evidence Pack.

11. Secure Downloading, Printing, Copying, and Electronic Materials

11.1 Authorised Access to Secure Portals

- Only authorised staff may access awarding body secure portals.
- Credentials must not be shared; access must be controlled and reviewed.

11.2 Secure Download / Print Environment

Where downloading/printing of secure materials is permitted:

- use a designated, access-restricted workstation;
- ensure printers are located in controlled areas (or use secure print release);
- collect printouts immediately; do not leave materials in trays or queues;
- record quantities printed, spoilage, and disposal arrangements;
- store printed materials in secure storage immediately.

All activity must be recorded in the **Secure Printing/Download Log** (Appendix E).

11.3 Electronic File Security

- Confidential files must be stored only in restricted-access locations.
- Transmission must be minimised and controlled.
- Deletion and disposal must follow awarding body instructions and LMSC retention controls, ensuring files are not recoverable on shared drives/devices.

12. Exam Room Security Controls

12.1 Room Preparation and Access Control

- Exam rooms must be prepared and checked before candidates enter (signage, clock, seating plan, spacing, materials control).
- Only authorised persons may be present during the exam, in accordance with JCQ ICE requirements.

12.2 Unauthorised Materials

- Candidates must be instructed on prohibited items.
- Belongings must be stored away from candidates as per centre arrangements.
- Any unauthorised materials incidents must be recorded and escalated through the incident and malpractice routes where applicable.

12.3 Start/Finish Times and Access Arrangements Timing

- Actual start/finish times must be recorded at room level and, where required, at candidate level (extra time/rest breaks/other arrangements).
 - LMSC uses the **Start/Finish Time Record** (Appendix F).
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13. Late Arrivals and Very Late Arrivals

- Late and very late arrivals must be managed in line with JCQ ICE.
 - Decisions, supervision controls, timings, and awarding body notifications (where required) must be recorded using the **Candidate Late Arrival / Very Late Arrival Record** (Appendix G).
-

14. Emergencies, Evacuation, and Disruptions

LMSC will maintain an exam disruption procedure consistent with JCQ ICE, ensuring:

- continuous candidate supervision;
- securing of papers/scripts;
- accurate recording of timings and actions.

All incidents must be recorded using the **Centre Emergency/Evacuation Record** (Appendix H) and escalated as required.

15. Incident Management, Malpractice and Maladministration

15.1 What Constitutes an Exam Security Incident

Examples include (non-exhaustive):

- missing or opened packets before authorised time;
- unauthorised access to secure storage or secure electronic materials;
- lost keys/compromised access codes;
- unattended confidential materials;
- wrong paper issued / risk of wrong paper;
- suspected disclosure/leak of confidential content;
- significant exam room breaches affecting integrity.

15.2 Immediate Actions

1. **Contain:** secure materials, restrict access, supervise candidates as required.
2. **Preserve evidence:** keep packets, logs, CCTV where applicable, statements, seating plans, scripts.
3. **Record:** time, people involved, what occurred, immediate actions taken.
4. **Escalate:** inform Exams Officer immediately (and Head of Centre for serious incidents).
5. **Report:** to awarding body/JCQ route where required, following JCQ malpractice procedures.

15.3 Malpractice/Maladministration Reporting Trail

LMSC follows JCQ malpractice procedures and records all cases on a confidential **Malpractice/Maladministration Log** (Appendix I), including:

- allegation/concern, evidence secured, actions taken;
- reporting date/time/method and case reference;
- outcome and centre corrective actions.

15.4 AI Misuse (where relevant to internal assessments/NEA)

Where assessment integrity concerns involve AI misuse, LMSC will apply JCQ guidance on AI use in assessments alongside its Malpractice Policy and NEA controls, ensuring learners understand what is permitted, what must be acknowledged, and what constitutes malpractice.

16. Staff Training, Briefings, and Authorisation

16.1 Mandatory Training

- Annual briefing for all staff involved in exams/assessments, prior to each main series.
- Invigilator training must cover exam security, candidate supervision, handling incidents, and documentation completion.

16.2 Training Records

Attendance and coverage must be recorded using the **Invigilator Training & Briefing Log** (Appendix J).

16.3 Authorised Personnel List

The Exams Officer maintains an **Authorised Personnel and Exam Roles List** (Appendix K), reviewed at least annually and immediately on staffing changes.

17. Monitoring, Internal Audit, and Review

17.1 Routine Monitoring (during series)

The Exams Officer will:

- spot-check log completion (secure storage access, key issue/return, movement logs, second pair of eyes forms);
- check that exam session packs contain required evidence (register, seating plan, timings, incident log/nil return);
- identify trends and implement immediate mitigations.

17.2 Post-Series Review

After each series, the Exams Officer will produce a brief security review including:

- incidents/near misses and corrective actions;
- changes required to procedures/training/security arrangements.

17.3 Policy Review

This policy will be reviewed annually and updated immediately following:

- JCQ regulatory updates for the new cycle;
 - significant operational changes (site/secure storage/IT delivery changes);
 - a material incident or inspection finding.
-

18. Records, Retention, and Confidentiality

18.1 Exam Series Evidence Pack

LMSC will maintain a secure Exam Series Evidence Pack containing (as applicable):

- Secure storage access and key control logs;
- question paper movement logs;
- second pair of eyes checks;
- secure download/print logs;
- start/finish time records;
- late arrival records;
- emergency/evacuation records;
- incident logs and malpractice/maladministration log extracts (confidential).

18.2 Retention

Records will be retained in line with awarding body requirements and LMSC retention schedule. Records connected to malpractice/appeals/investigations will be retained for longer as required.

19. Related LMSC Policies and Documents

- Examinations Policy / Exams Office Operations Manual (ICE-mapped)
- Exams Contingency Plan (including loss of Exams Officer cover)

- Malpractice & Maladministration Policy
 - NEA / Internal Assessment Policy
 - Access Arrangements Policy/Procedure
 - Data Protection Policy
 - Safeguarding and Child Protection Policy
 - Complaints Policy
 - Whistleblowing Policy
 - Conflict of Interest Policy
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20. Appendices: Controlled Templates and Logs

Appendix A: Secure Storage Key Holder Register + Key Issue/Return Log

Appendix B: Secure Storage Access Log (Entry Log)

Appendix C: Question Paper Movement Log (Secure storage → exam room → returns)

Appendix D: Second Pair of Eyes Check Record (mandatory)

Appendix E: Secure Printing/Download Log (where applicable)

Appendix F: Start/Finish Time Record (incl. access arrangements timing)

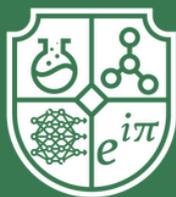
Appendix G: Candidate Late Arrival / Very Late Arrival Record

Appendix H: Centre Emergency/Evacuation Record

Appendix I: Malpractice/Maladministration Log (reporting trail)

Appendix J: Invigilator Training & Briefing Log

Appendix K: Staff Exams Roles List (authorised personnel)



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