LONDON MATHS & SCIENCE COLLEGE

Exam Room Conduct & Invigilation Policy

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Effective date: 20 February 2026

Review date: 20 February 2027

Policy owner: Exams Officer

Accountable officer: Head of Centre

Applies to: All examinations and formal assessments conducted under JCQ regulations at LMSC (including AQA, Pearson Edexcel, OCR, WJEC/Eduqas), including paper-based and on-screen examinations where JCQ ICE applies

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

1. Purpose

This policy sets out how LMSC will:

- maintain secure, fair and consistent examination conditions;
- ensure invigilation meets JCQ requirements;
- protect candidate welfare while maintaining exam integrity;
- standardise exam room conduct, supervision, incident management and record keeping.

2. Scope

This policy applies to:

- all LMSC staff and contractors involved in exam delivery (Exams Officer, invigilators, teaching staff supporting access arrangements, reception/security, IT support, site staff);
- all exam rooms and designated holding/supervision areas;
- all exam sessions (timetabled and non-timetabled sittings) delivered under JCQ ICE.

Where awarding body instructions differ for specific assessments (e.g., certain on-screen delivery requirements), those instructions must also be followed alongside JCQ ICE.

3. Policy statement

LMSC will:

1. conduct examinations in accordance with JCQ ICE and awarding body instructions;
2. ensure candidates are supervised appropriately and continuously where required;
3. ensure invigilators are trained, competent, and deployed in sufficient numbers;
4. prevent and respond to breaches of exam conditions and suspected malpractice/maladministration;
5. maintain complete and contemporaneous records for inspection and awarding body requests (including incident logs).

4. Roles and responsibilities

4.1 Head of Centre

- Ensures resourcing, staffing and oversight of compliant exam delivery.
- Ensures arrangements exist for contingency, emergencies and business continuity impacting exams.
- Reviews significant incidents and ensures appropriate escalation.

4.2 Exams Officer (EO)

- Operational lead for exam delivery and compliance with JCQ ICE.
- Allocates rooms, invigilators and seating plans; ensures required materials/signage.
- Ensures invigilator training/briefings are completed and evidenced.
- Ensures secure handling of question papers/scripts and correct completion of exam documentation.
- Maintains an exam incident management process and reporting trail.

4.3 Lead Invigilator

- Manages the exam room on behalf of the EO.
- Ensures pre-exam set-up is compliant; delivers required announcements/instructions.
- Maintains candidate supervision and implements this policy in real time.
- Records incidents, timings and irregularities accurately and immediately.

4.4 Invigilators

- Maintain exam conditions and follow the Lead Invigilator/EO instructions.
- Supervise candidates, enforce unauthorised materials controls, and prevent communication/collusion.
- Record and report all irregularities immediately; complete logs and statements as required.

4.5 SENCo / Access Arrangements Lead

- Ensures access arrangements are implemented correctly and do not compromise exam security.
- Ensures appropriate staffing (e.g., reader/scribe) and correct documentation is in place.

4.6 IT Support (where on-screen exams take place)

- Ensures technical readiness (devices, login control, restricted access, secure environment).
- Supports invigilators during technical incidents without compromising exam conditions.

4.7 Candidates

- Must comply with exam rules, instructions, and the Information for Candidates notices displayed/issued.
- Must follow invigilator instructions at all times.

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5. Invigilator recruitment, suitability and training

5.1 Suitability and independence

- Invigilators must be suitably recruited and must not be placed in conflicts of interest that risk the integrity of examinations.
- The EO will ensure invigilators understand confidentiality and security expectations.

5.2 Training and briefing

- All invigilators must receive training and an exam-series briefing that covers (as a minimum): exam room set-up, starting/ending exams, candidate supervision, unauthorised materials, access arrangements in practice, late arrivals, emergencies, incident logging, and malpractice indicators.
- Training attendance must be recorded and retained for inspection (Invigilator Training & Briefing Log).

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6. Exam room preparation and security

6.1 Approved rooms

- Examinations must take place only in rooms approved/allocated by the EO that meet JCQ requirements for visibility, spacing, and supervision.

- Any change of room must be authorised by the EO and documented.

6.2 Mandatory room set-up checks (pre-candidate entry)

The Lead Invigilator must confirm:

- correct room signage displayed (including warning notices);
- a visible, accurate clock for candidates;
- desks arranged to meet required spacing and to allow clear sight lines;
- candidate belongings storage arranged to prevent access during the exam;
- materials ready and controlled (question papers not accessible to candidates prior to start);
- attendance register and seating plan available and ready for completion;
- an Exam Room Incident Log is present at the front of the room.

6.3 Controlled access

- Only authorised personnel may enter the exam room during a live exam.
- Any required entry (e.g., IT support) must be controlled to avoid disruption and preserve security.

7. Candidate identification, admission and seating

7.1 Candidate identification

- LMSC will verify candidate identity in line with its centre procedures and awarding body requirements.
- Where required or risk-indicated, candidates may be asked for photographic ID or additional verification.

7.2 Admission and seating

- Candidates must be directed to their allocated seats using the seating plan.
- Candidates must be seated before papers are distributed.

- Access arrangements seating (separate room, supervised rest breaks, smaller room) must be applied as authorised and recorded.

7.3 Candidate belongings and prohibited items

- Candidates must store bags, notes, books, watches (if prohibited), and unauthorised materials away from the desk area as instructed.
- Mobile phones and electronic devices must be switched off and placed as directed by invigilators (not on the candidate's person).
- Any breach must be treated as an incident and may be malpractice depending on circumstances.

8. Starting the examination

8.1 Before start

The Lead Invigilator must:

- ensure the correct paper is present for the session and that "Second Pair of Eyes" checking procedures have been completed where required by centre procedure;
- ensure question papers remain unopened until the correct time;
- confirm any access arrangements timing adjustments and staffing are in place.

8.2 Required announcements and instructions

- The Lead Invigilator must deliver the required JCQ ICE announcements and key instructions, including:
  - exam duration and timing;
  - prohibition of communication and unauthorised materials;
  - what candidates must do if they need assistance;
  - rules for toilet breaks (supervised and controlled).

8.3 Register and seating plan completion

- The attendance register must be completed accurately (present/absent/late).
- The seating plan must be completed for the room and retained with the session pack.

9. During the examination: supervision and conduct

9.1 Supervision standards

- Invigilators must supervise actively, circulate appropriately, and remain vigilant to prevent malpractice.
- Invigilators must not perform duties that distract from invigilation (e.g., marking, prolonged phone use, unrelated admin).

9.2 Candidate queries and permitted assistance

- Invigilators must respond in accordance with JCQ rules (e.g., clarifying instructions, dealing with missing pages), without giving subject guidance.
- Where a paper appears defective or pages are missing, the Lead Invigilator must act immediately, control the room, and inform the EO.

9.3 Toilet breaks

- Toilet breaks are permitted only where necessary and must be supervised in line with JCQ requirements.
- Candidates must not access bags, phones, notes, or communicate with others during a break.
- Breaks and supervision arrangements should be recorded if unusual, repeated, or related to an incident.

9.4 Temporary absence and escorted movement

- Any candidate leaving the room must be escorted as required and prevented from communicating or accessing unauthorised materials.
- Invigilators must maintain appropriate staffing levels in the exam room throughout.

9.5 On-screen examinations (where applicable)

- Invigilators must ensure candidates remain on the correct assessment screen and do not access unauthorised software/websites.
- Any technical issues must be logged and escalated to the EO/IT support using controlled procedures.

10. Late arrivals and very late arrivals

- Late arrivals must be managed according to JCQ ICE requirements, ensuring candidates are kept under appropriate supervision and that integrity is preserved.
- The Lead Invigilator must:
  - record arrival time;
  - determine whether the candidate is late or very late in line with centre instructions aligned to JCQ;
  - record decisions and actions taken (including any required awarding body notification routes managed by the EO);
  - ensure the candidate is not disadvantaged beyond what JCQ rules permit.

All cases must be recorded using the centre's Late Arrival / Very Late Arrival record and filed in the session pack.

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11. Finishing the examination and script security

11.1 End-of-exam instructions

- Candidates must stop writing immediately when instructed.
- Candidates must remain seated and silent until scripts are collected and they are dismissed.

11.2 Collecting scripts and materials

- Scripts must be collected in candidate number order where required by centre procedure and checked against the attendance register.
- Question papers and stationery must be managed according to awarding body instructions (including return of unused papers/spares where required).
- Scripts must never be left unattended and must be transferred to the EO (or designated secure holding area) under controlled conditions.

11.3 Dispatch preparation

- Packaging and dispatch must follow awarding body requirements and the EO's dispatch plan.
- Any discrepancies (missing script, wrong stationery, torn script) must be recorded and escalated immediately.

12. Emergencies, evacuations and disruptions

LMSC will follow JCQ ICE requirements during disruptions, ensuring:

- candidates remain under supervision at all times;
- question papers and scripts are secured;
- timings and actions are accurately recorded.

The Lead Invigilator must:

- implement the centre's exam disruption procedure;
- keep candidates silent and supervised during evacuation;
- complete an Emergency/Evacuation record as soon as practicable and provide it to the EO.

13. Incidents, irregularities and reporting

13.1 Exam Room Incident Log

- An incident log must be available at the front of every exam room and completed contemporaneously.
- Incidents include (non-exhaustive):
    - candidate illness, disruption, alarms/noise;
    - suspected unauthorised materials or communication;
    - late arrivals, temporary absences, irregular supervision issues;
    - incorrect start/finish times or timekeeping issues;
    - damaged papers, missing pages, wrong paper risk/near miss;
    - technical failures for on-screen exams.

13.2 Escalation

- The Lead Invigilator must inform the EO immediately for any event that may affect:
    - exam security;
    - the fairness of conditions;
    - the validity of a candidate's work; or
    - an awarding body reporting requirement.

13.3 Statements and evidence preservation

- Where relevant, statements must be taken (invigilators, candidates, staff) and evidence preserved (seat plan, confiscated materials, screenshots for on-screen where permitted).
- CCTV (if available) should be preserved in line with LMSC data protection procedures where relevant.

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14. Suspected malpractice and maladministration

LMSC will manage suspected malpractice/maladministration in accordance with JCQ procedures, including timely reporting to awarding bodies where required and full cooperation with investigations.

Examples include:

- possession or use of unauthorised materials (including phones);
- communication between candidates;
- disruption intended to gain advantage;
- staff errors that compromise security or fairness (e.g., incorrect timings, incorrect paper issued).

All suspected malpractice/maladministration must be recorded and escalated to the EO immediately and logged via the centre's malpractice reporting trail.

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15. Record keeping and inspection readiness

The EO will ensure each exam session has a complete **Session Pack** containing, as applicable:

- attendance register (completed);
- seating plan;
- start/finish time record (including access arrangements timings where applicable);
- exam room incident log (completed, even if "nil incidents");
- late arrival/very late arrival records (if any);
- emergency/evacuation records (if any);

- any statements and evidence related to incidents/malpractice;
- confirmation of script counts and transfer to EO/dispatch.

Records will be retained in accordance with awarding body requirements and LMSC retention arrangements.

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16. Monitoring, quality assurance and review

- The EO will conduct periodic spot checks of exam rooms and session packs during each exam series.
- Any non-compliance will result in:
    - o immediate corrective action;
    - o retraining/briefing where required;
    - o updates to procedures to prevent recurrence.
- This policy is reviewed annually and immediately following:
    - o JCQ updates;
    - o inspection feedback;
    - o a significant incident.

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17. Related LMSC policies and procedures

- Exam Security Policy
- Exams Office Operations Manual (ICE-mapped)
- Exams Contingency Plan
- Malpractice & Maladministration Policy
- Access Arrangements Policy/Procedure
- Data Protection Policy
- Safeguarding and Child Protection Policy
- Conflict of Interest Policy
- Complaints Policy
- Whistleblowing Policy

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18. Approval

This policy is approved by the Head of Centre and is effective from 20 February 2026. It is issued as a controlled document by the Exams Officer.
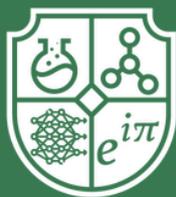
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