



LONDON
MATHS & SCIENCE
COLLEGE

 www.lmsc.org.uk

Speaking Assessments Policy



London Maths & Science College
167 Commercial Road, London, E1 2DA
info@lmsc.org.uk

Table of Contents

SPEAKING ASSESSMENTS POLICY	3
<i>English Language Spoken Language Endorsement and Modern Foreign Language Speaking Components</i>	3
1. PURPOSE	4
2. SCOPE	4
3. CORE PRINCIPLES	4
4. ROLES AND RESPONSIBILITIES	5
4.1 Director	5
4.2 Head of Centre	5
4.3 Exams Officer.....	5
4.4 Subject Lead / Teacher-Examiner(s)	5
4.5 SENCo Lead and External SENCo	6
4.6 Invigilators / Support Staff (where used).....	6
4.7 Data Protection Officer	6
5. SCHEDULING AND CANDIDATE PREPARATION	6
5.1 Assessment windows	6
5.2 Candidate information.....	6
5.3 Security and cohort control (where relevant)	6
6. ASSESSMENT ENVIRONMENT AND ROOM REQUIREMENTS	7
7. CANDIDATE IDENTITY VERIFICATION (SPEAKING ASSESSMENTS)	7
8. CONDUCT OF SPEAKING ASSESSMENTS	7
8.1 Permitted materials and prohibited items.....	7
8.2 Standardisation and consistency	8
8.3 Access arrangements and reasonable adjustments	8
9. RECORDING REQUIREMENTS AND EVIDENCE CONTROLS	8
9.1 Recording expectations	8
9.2 Recording device security.....	9
9.3 File naming and storage (mandatory).....	9
9.4 Access control	9
9.5 Retention and disposal.....	9
10. MARKING, DOCUMENTATION, AND AUTHENTICATION	9
10.1 Marking.....	9
10.2 Authentication arrangements.....	10
10.3 Internal quality assurance	10
11. CANDIDATE ABSENCE, LATENESS, AND RESCHEDULING	10
11.1 Late arrival	10
11.2 Absence or illness.....	11
12. DISRUPTIONS AND CONTINGENCY DURING SPEAKING ASSESSMENTS	11
13. MALPRACTICE AND MALADMINISTRATION (INCLUDING AI AND TRANSLATION TOOLS)	11
13.1 Candidate malpractice examples (speaking context).....	11
13.2 Staff maladministration examples.....	12
13.3 AI misuse expectations	12
14. EQUALITY, DIGNITY AND SAFEGUARDING	12
15. MONITORING AND REVIEW	12

16. RELATED LMSC POLICIES AND DOCUMENTS.....	13
17. APPROVAL.....	13

Speaking Assessments Policy

English Language Spoken Language Endorsement and Modern Foreign Language Speaking Components

Effective date: 21 February 2026

Review date: 21 February 2027

Policy owner: Anis Zaman, Director

Head of Centre: Eman Ahamed

Exams Officer: Anis Zaman

Designated Safeguarding Lead (DSL): Stephen Montford, Head of Mathematics

Deputy DSL: Eman Ahamed

Data Protection Officer (DPO): Eman Ahamed

SENCo Lead (internal): Stephen Montford, Head of Mathematics

External SENCo: Lahcen Lebetiou

Applies to: All staff and candidates involved in speaking assessments delivered as part of regulated qualifications at LMSC, including GCSE English Language Spoken Language endorsement (where applicable) and Modern Foreign Language (MFL) speaking assessments.

Regulatory alignment: This policy is written to operate consistently with JCQ requirements for assessment integrity, candidate supervision, malpractice prevention, and secure handling of assessment materials and recordings.

1. Purpose

This policy ensures that all speaking assessments at London Maths & Science College (LMSC) are:

- conducted fairly and consistently;
 - delivered in accordance with awarding body requirements;
 - securely administered, recorded (where required), stored and submitted;
 - properly authenticated as the candidate's own work;
 - protected from malpractice and maladministration (including AI misuse risks where relevant).
-

2. Scope

This policy covers speaking assessments including:

1. **English Language Spoken Language endorsement** (where the specification requires an endorsed spoken component and evidence to support assessment decisions);
2. **Modern Foreign Languages speaking examinations** (teacher/examiner–candidate assessments conducted within awarding body windows and requiring secure handling of tasks/prompts, recordings and marks).

It applies to:

- live assessment sessions (face-to-face);
 - any permitted remote arrangements only where explicitly allowed by the awarding body and authorised by the Exams Officer and Head of Centre (LMSC's default is in-person delivery);
 - all associated evidence: recordings, examiner notes, mark sheets, authentication statements, and any task materials/prompts.
-

3. Core principles

LMSC will ensure:

1. **Validity:** speaking assessments test the intended skills and are conducted under the correct conditions.

2. **Fairness:** all candidates receive equal opportunity, consistent conduct, and permitted access arrangements.
 3. **Security:** confidential materials (task cards/prompts) and candidate evidence (recordings/mark sheets) are protected at all times.
 4. **Authenticity:** the candidate's performance is their own; identity is verified and evidence supports the award.
 5. **Traceability:** decisions and evidence are auditable and retained securely.
 6. **No advantage through technology:** no unauthorised aids, devices, translation tools, or AI support.
-

4. Roles and responsibilities

4.1 Director

- Ensures this policy is implemented and resourced.
- Reviews serious issues and authorises corrective actions where needed.

4.2 Head of Centre

- Accountable for integrity of speaking assessments and compliance.
- Supports enforcement decisions and escalation of serious incidents.

4.3 Exams Officer

- Maintains the speaking assessment timetable within awarding body windows.
- Controls secure materials (where applicable) and ensures appropriate secure storage.
- Ensures staff training/briefing, recording security, evidence retention and submission processes are complied with.
- Oversees incident reporting, special consideration processes, and malpractice escalation.

4.4 Subject Lead / Teacher-Examiner(s)

- Conducts assessments in accordance with awarding body requirements and this policy.
- Applies assessment criteria accurately and consistently.
- Ensures correct candidate identification and maintains assessment integrity in-session.
- Produces and secures required evidence (recordings/notes/mark forms).

4.5 SENCo Lead and External SENCo

- Advise on and support implementation of access arrangements and reasonable adjustments.
- Ensure adjustments do not compromise validity and are implemented consistently.

4.6 Invigilators / Support Staff (where used)

- Support controlled entry, candidate supervision in waiting areas, and prevention of candidate contact where required by the assessment rules.
- Support secure handling/transfer of materials and recordings as directed by the Exams Officer.

4.7 Data Protection Officer

- Ensures lawful processing and secure handling of recordings and personal data.
- Advises on retention, access control and disclosure requests.

5. Scheduling and candidate preparation

5.1 Assessment windows

Speaking assessments will be scheduled within the awarding body assessment window and in accordance with qualification requirements.

5.2 Candidate information

Before assessments, candidates will receive:

- date/time and location instructions;
- rules on unauthorised materials (including phones, smart watches, translation devices/apps);
- expected conduct and what happens if they arrive late or are absent;
- a reminder that attempting to gain advantage (including through AI or translation tools) constitutes malpractice.

5.3 Security and cohort control (where relevant)

For MFL speaking windows or where task materials are confidential:

- candidates may be required to wait under supervised conditions before and/or after their assessment to prevent sharing of content,

where required by the awarding body rules or where the Exams Officer assesses a material risk.

- candidates must not communicate about assessment content with other candidates.

6. Assessment environment and room requirements

LMSC will ensure speaking assessments take place in a suitable controlled environment:

- quiet, interruption-free, and appropriately supervised;
- signage displayed to prevent entry during an assessment (“Assessment in Progress – Do Not Disturb”);
- only authorised persons present (teacher-examiner, candidate, and support staff only where permitted/required).

Any entry to the room during a live assessment is controlled by the Exams Officer and recorded if it affects the assessment.

7. Candidate identity verification (speaking assessments)

At the point of assessment, the teacher-examiner (or nominated staff member) must verify identity using:

- the candidate register and candidate number; and
- confirmation the candidate is known to staff or cross-check against LMSC enrolment photo record and/or approved photo ID where required.

If identity cannot be confirmed, the assessment must not proceed until resolved by the Exams Officer.

8. Conduct of speaking assessments

8.1 Permitted materials and prohibited items

Candidates must not have:

- phones, smart watches, earbuds, or any internet-capable device;
- translation devices/apps (unless explicitly permitted by awarding body rules, which is not the norm);
- notes, prompts, scripts, or pre-prepared text unless the specification explicitly permits and it has been authorised and checked.

Teacher-examiners must ensure:

- any permitted preparation time/resources are applied exactly as required;
- candidates do not receive improper assistance.

8.2 Standardisation and consistency

Where more than one teacher-examiner is involved:

- the Subject Lead will conduct internal standardisation to ensure consistent application of criteria;
- standardisation records are retained (date, staff involved, materials reviewed, agreed approach).

8.3 Access arrangements and reasonable adjustments

Approved arrangements (e.g., extra time for preparation where permitted, rest breaks, use of a reader for instructions where allowed) must be:

- implemented consistently;
- recorded on the candidate assessment record;
- applied in a way that maintains the validity of the speaking assessment.

9. Recording requirements and evidence controls

9.1 Recording expectations

Where the awarding body requires recording as evidence (common for MFL speaking and for quality assurance/moderation sampling):

- the assessment must be recorded using a centre-controlled device approved by the Exams Officer/IT lead;
- the recording must capture the full assessment required by the specification;

- the candidate must be informed that the assessment is being recorded for assessment quality assurance purposes.

Where recording is not required by the awarding body, LMSC may still record for internal QA where permitted, but must do so lawfully and consistently and only where it does not breach awarding body rules.

9.2 Recording device security

- The device must be placed to clearly capture speech.
- Internet access must not be used by candidates.
- Recordings must be transferred immediately after the assessment to a secure, access-controlled location.

9.3 File naming and storage (mandatory)

All recordings must be stored in a restricted-access folder controlled by the Exams Officer.

Each recording file must be named using this convention:

CandidateNumber_Surname_FirstName_Qualification_Component_Date(YYYYMMDD)

Example: 1234_Smith_Aisha_GCSEFrench_Speaking_20260310

9.4 Access control

- Only the Exams Officer, Subject Lead/teacher-examiner(s) (where required), and DPO (for compliance oversight) may access recordings.
- Recordings must not be emailed, uploaded to personal cloud storage, or stored on personal devices.

9.5 Retention and disposal

Recordings and associated evidence are retained in line with awarding body requirements and LMSC retention controls, then securely deleted/shredded as applicable under DPO oversight.

10. Marking, documentation, and authentication

10.1 Marking

Teacher-examiners must:

- apply awarding body criteria;
- complete mark sheets accurately and legibly (or within the required system);
- record any special circumstances (illness, disruption) contemporaneously.

10.2 Authentication arrangements

LMSC will ensure:

- teacher-examiner confirmation that the assessment was conducted under required conditions; and
- candidate confirmation (where required by the qualification) that the work/performance is their own.

For English Spoken Language endorsement, LMSC will maintain an evidence trail proportionate to awarding body requirements (recordings where used, assessment records, and outcome documentation).

10.3 Internal quality assurance

The Subject Lead will:

- sample a proportion of assessments (as required) to check marking consistency;
- confirm that evidence is complete and securely stored;
- address any discrepancies promptly.

11. Candidate absence, lateness, and rescheduling

11.1 Late arrival

If a candidate arrives late:

- the teacher-examiner informs the Exams Officer;
- the assessment may proceed only if it can still be conducted fairly and securely within the window and without compromising other candidates.

11.2 Absence or illness

If a candidate is absent or too unwell to complete the assessment:

- the Subject Lead and Exams Officer decide on rescheduling within the permitted window;
- where appropriate, special consideration routes are considered in line with awarding body rules.

All decisions and actions are documented.

12. Disruptions and contingency during speaking assessments

If an assessment is disrupted (alarm, significant noise, interruption, device failure):

1. The teacher-examiner pauses the assessment if fairness is affected.
 2. The time and nature of disruption is recorded.
 3. If recording fails, the teacher-examiner informs the Exams Officer immediately.
 4. The Exams Officer decides whether the assessment must be restarted, continued, or rescheduled, based on awarding body rules and integrity considerations.
 5. Any material disruption is logged and retained with the candidate's assessment record.
-

13. Malpractice and maladministration (including AI and translation tools)

13.1 Candidate malpractice examples (speaking context)

- using a phone/earpiece/translation device during or immediately before the assessment contrary to rules;
- bringing pre-prepared scripts where not permitted;
- collusion (sharing confidential prompts/tasks; coaching another candidate with content);
- impersonation or attempted impersonation;
- attempting to record or share assessment content improperly.

13.2 Staff maladministration examples

- failure to follow awarding body conduct rules;
- insecure handling of confidential prompts or recordings;
- inaccurate documentation or missing evidence;
- improper assistance or prompting that changes the validity of the assessment.

13.3 AI misuse expectations

AI misuse risk in speaking assessments typically arises through:

- candidates using AI tools to generate scripts/answers and attempting to memorise them in a way that breaches preparation rules; or
- candidates using real-time AI/translation tools on devices.

LMSC treats any attempt to use AI/translation tools during restricted conditions as malpractice and manages it under the LMSC Malpractice and Maladministration Policy. If suspected, staff must:

- secure evidence (device where applicable, statements, timing, seating/location);
- report immediately to the Exams Officer; and
- follow awarding body reporting requirements as applicable.

14. Equality, dignity and safeguarding

Speaking assessments will be delivered:

- respectfully and without discrimination;
- with awareness of candidate anxiety and support needs;
- with safeguarding oversight where needed (e.g., if a disclosure arises during a spoken task, staff follow safeguarding routes immediately through the DSL/Deputy DSL).

15. Monitoring and review

The Exams Officer and Subject Lead will review, after each assessment window:

- any incidents, near misses, or trends;
- marking consistency and QA outcomes;
- security and storage compliance for recordings and documentation;
- training needs and procedural improvements.

This policy is reviewed annually or earlier if awarding body requirements change.

16. Related LMSC policies and documents

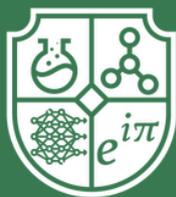
- Exam Room Conduct and Invigilation Policy
 - Exam Security Policy
 - Candidate Identity Verification Procedure
 - Access Arrangements Procedure
 - Malpractice and Maladministration Policy
 - Internal Appeals Procedure
 - Data Protection Policy
 - Equalities Policy
 - Exam Contingency and Emergency Evacuation Procedure
-

17. Approval

This Speaking Assessments Policy is approved by the Director of London Maths & Science College (LMSC) and is effective from **21 February 2026**.

Approved by: Anis Zaman, Director

Date approved: 21 February 2026



LONDON
MATHS & SCIENCE
COLLEGE

Contact

London Maths & Science College
167 Commercial Road,
London, E1 2DA
info@lmsc.org.uk
www.lmsc.org.uk