



Examination Policy

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Produced by	Head of Exams and Assessment	Approved by	Academic and the Quality Board
External reference points	The Joint Council for Qualifications (JCQ) Data Protection Act 1998, 2018 Article 51 GDPR Core Practice UK Quality Code UKSCQA/02 [March 2018] Expectations for Quality Core Practice 5: The provider actively engages students, individually and collectively, in the quality of their educational experience. Theme 6: Monitoring and Evaluation: Providers evaluate, analyse and use the information generated from monitoring to learn and improve.		

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1. Background and Purpose

LCK Academy (LCKA), also known as the Academy, follows the Examinations Policy based on the guidelines provided by the Joint Council for Qualifications. This policy contains comprehensive details for both staff and students regarding the administration of, and participation in, examinations. It covers aspects such as designated responsible persons, examination venues and amenities, the secure handling and protection of exam materials, supervision during exams, proper conduct during examinations, and accommodations for individuals with disabilities or special needs. These procedures are intended to serve as a universal reference for any examinations conducted by the Academy.

This policy guarantees that all examinations conducted by the Academy are fair, consistent, and aligned with the expectations and criteria set by the relevant awarding body, university, or college partner, along with the Joint Council for Qualifications (JCQ).

2. Aims and Objectives

- To guarantee the reliability and fairness of any examinations that LCKA administers.
- To guarantee that faculty and students are aware of their roles and expectations regarding examinations.
- To conduct examinations in a way that satisfies the requirements and criteria of the institution, affiliated organisations, and relevant awarding bodies.
- To give precise guidelines on the invigilation process for examinations if LCKA conducts them.
- To guarantee that tests are administered in safe venues where they cannot be accessed by unauthorised individuals before the test.
- To guarantee that exam administrators provide appropriate accommodations for students with special needs or disabilities when necessary.
- To clearly explain the required conduct during exams and the consequences of any misconduct.
- To provide relevant information for online assessments or examinations.

3. Application

This policy applies to all examinations that students of LCKA, or individuals present at LCKA premises for examination purposes, are mandated to undertake. This includes external papers or exams created by the Academy itself and may include examinations set by validating partner institutions. The term "examination" in this context excludes coursework assessments, which are addressed in the Assessment Policy.

4. Responsibilities

4.1. The Head of Exams and Assessments is responsible for:

- Overseeing the organisation of all exams conducted at the LCKA sites.
- Providing guidance to tutors and other relevant support staff regarding exam schedules and application procedures as outlined by the respective awarding body (e.g., Pearson or university partner).
- Managing the administration of all exams, including communication with the awarding body to ensure exams adhere to deadlines and regulatory requirements.
- Creating and distributing a comprehensive examinations calendar and schedule for staff and students.
- Being present on site throughout the exam.
- Coordinating with the Head of Programme and reporting to the Executive Principal.
- Selecting, training, and supervising Invigilators for all exams held at the designated campus.
- Ensuring that candidates attend the correct campus and that exam rooms are properly prepared as necessary:
 - Appropriate setups for lighting, ventilation, heating, and blocking out undesired noise.
 - No visible material which might be helpful to candidates displayed in the exam room.
 - An accurate clock visible to each candidate in the exam room.
 - All relevant exam information, such as any requirements from awarding bodies and the exam's start and conclusion periods, should be prominently presented for the benefit of all applicants.
 - All candidates face the same direction, the seats are positioned such that even by accident, they cannot view each other's work, and the minimum distance between them is 1.25 meters (centre to centre).
 - Every candidate needs to be seated in a predetermined sequence and have a desk and chair of the appropriate size.
 - Every candidate's location should be noted on a room map.
 - Candidates who may be in a different room owing to a disability or other support needs (reasonable adjustment) are subject to the same regulations as above.

4.2. Invigilators are responsible for:

- Reporting in person at their designated location to the Head of Exams and Assessments.
- Obtaining from the Head of Exams and Assessments, before to the commencement of each exam, exam papers and other related materials and examining them.
- Preserving the exam's integrity.
- Exam paper distribution in the exam room in compliance with the seating arrangement.
- Finishing the examination log.
- Logging all exam information in the exam logbook, including thorough reports on any unusual situations or malpractice occurrences.
- After each exam, gather all exam papers and scripts in the proper sequence and securely return them to the exam officer.
- Respecting the guidelines and directives provided by the Head of Exams and Assessments.
- to Invigilators.

4.3. Candidate's Responsibilities

- Checking their own exam schedules and showing up on time for any exams that are planned.
- Notifying the Head of Exams and Assessments of their desire to be removed from a specific exam.
- Recognising the rules governing courses and sign a statement to confirming that the work they have created internally is their own.

5. Exam Locations

Examinations may be conducted at one of the following Academy campuses:

Head Office	Main Delivery Site	Harrow College
London's Community Kitchen The Bridge, Christchurch Avenue, Harrow HA3 5BD	Brent Start Hillside Centre Twybridge Way, London NW10	Harrow on the Hill Campus Lowlands Road, Harrow HA1 3AQ

6. Safe Custody of Examination Materials

When examination materials are delivered, they must be checked carefully on arrival by the Head of Exams and Assessment to ensure:

- The correct materials as expected have been received.
- The materials are not damaged or unfit for use.
- There is no indication of a security breach.

6.1. Examinations Security

Upon receipt of any examination materials at the campus, reception staff are responsible for ensuring they are promptly handed over to the Head of Exams and Assessment. The reception staff are required to retain the delivery until the Head of Exams and Assessments collects and acknowledges receipt by signing for them.

The campus must have a designated exam storeroom equipped with storage cabinets. If the storeroom has windows and is situated on the ground floor, it should be fitted with effective security bars (such as metal bars). The door of the storeroom must be solid, with sturdy hinges and a secure key. Examination papers must be stored securely in a durable, fireproof, and non-portable metal cabinet within the exam storeroom. Access to the Exam Storeroom is restricted to the following authorised staff members:

- CEO
- Executive Principal
- Head of Exams and Assessments
- Head of Programme

No additional stakeholder is allowed unsupervised access to the storeroom. The Head of Exams and Assessments must be notified in the event of a security breach, fire, robbery, destruction, or unauthorised disclosure of exam contents.

Unless otherwise directed, the stored exam papers cannot be opened earlier than four hours prior to the exam's start time. Exam papers should be securely stored when they are opened and should not be permitted to be taken out of the building.

7. Invigilation Arrangements

All invigilators must have a valid and current DBS, the necessary credentials, experience, and training. Remaining in the exam room and ensuring that the applicants follow all rules is the invigilator's responsibility. None of the candidates' relatives may be related to the invigilator.

Before the exam, the invigilators will receive training from the Head of Exams and Assessments. During the exam, invigilators are not allowed to engage in any activity and are not allowed to converse with one another about anything. Candidates may only discuss information needed to correctly complete the exam with the invigilator. The following conditions must be fulfilled for invigilation:

- There must be at least one Invigilator for up to 30 candidates.
- Invigilators can take breaks if another one replaces them.
- If an invigilator is working alone, they must have easy access to the Head of Exams and Assessments and other relevant staff members in case they need assistance.
- Every applicant taking the exam needs to be able to be clearly seen by the Invigilator.
- These rules must be known by invigilators, who should also inform applicants of the main rules prior to the exam.
- Before the exam begins, the invigilator must take a register, verify each candidate's identity, and request identification if necessary.
- The invigilator needs to address any issues that might come up during the test.
- After the exam is over, the question papers shall be given to the Exams Officer, taken to the exam storeroom, and locked away.

Invigilators and the Head of Exams and Assessments may need to exercise judgment if an unexpected situation arises during the exam. The primary consideration should be to ensure that candidates are not disadvantaged, and any decisions made by the Invigilator should be documented in the exam room logbook.

Invigilators must be present in the exam room at least 30 minutes before the scheduled start time to ensure that the room is set up before candidates arrive. They should remain vigilant and periodically walk around the room without disturbing the students, checking the desks as they move. At the conclusion of the exam, Invigilators must ensure that all exam materials are collected and handed over to the Head of Exams and Assessments for secure storage in the exam storeroom.

8. Examination Conduct

Candidates must follow the following procedures when taking an examination:

- The invigilator's directions must be followed by the candidates.
- Upon request, candidates shall present proof of their identity to the Invigilator.
- A candidate should raise their hand to ask the Invigilator for anything, such as to use the restroom.
- If there is any doubt as to a candidate's identity, it should be communicated to the Head of Exams and Assessments.
- Candidates may arrive for the exam no later than fifteen minutes prior to its start.
- Candidates who come an hour late will still be able to take the exam; however, the invigilator will have to note when they arrived.
- Candidates will not be permitted to take the exam if they come more than an hour late.
- Unless the invigilator permits them, candidates should not leave the room before the exam is over.
- It is required of candidates to keep silent the entire exam. A candidate may be disqualified from taking the exam if they converse with another candidate.
- During the exam, candidates are only permitted to consume water and nothing else, unless there are medical reasons.
- An applicant's belongings, including a bag, books, phone, and any electronic device, must be kept in a specific area of the exam room until the candidate concludes and departs.
- Cheating of any kind will not be tolerated by the Academy; candidates found to be engaging in such behaviour will be rejected and their actions reported to the awarding body.

8.1. Academic Misconduct

The Academy's Academic Misconduct Policy should be familiar to candidates, invigilators, and the Head of Exams and Assessments. Any candidate who the Invigilator finds to have engaged in malpractice must report the matter to the Head of Exams and Assessments, who has the authority to disqualify and remove a candidate from the room, particularly if their actions are interfering with other students' performance and concentration. A report and all supporting documentation, including witness statements, must be sent to the Head of Programme for each candidate who has been declared ineligible by the Head of Exams and Assessments.

8.2. Finishing Exams

- Five minutes before the exam ends, candidates will receive a warning.
- If a candidate arrives late but begins the exam within one hour of its start, they may be given additional time at the conclusion to make up for missed time.
- When candidates turn in their exam papers, the invigilator has to make sure they have completed any cover pages.
- The candidate is required to vacate the examination room once all scripts have been collected.
- The exam papers should be arranged by the invigilator in the order recorded in the attendance register at the conclusion. They should also provide the room map, the attendance register, and any logbook comments regarding unusual circumstances or misconduct that the Head of Exams and Assessments may find relevant.

9. Administration

The Head of Exams and Assessments is responsible for ensuring:

- The attendance record is accurately completed.
- The examination papers are correctly ordered and labelled.
- The examination papers are sealed in envelopes and submitted to examiners for marking.
- Markers/assessors receive exam papers within one day of completion of the exam.
- Examination papers are locked up in the storeroom if left overnight.
- Seating layouts, registers, room maps, and logbook exam records are all stored until the results are received.

9.1. Reasonable Adjustments for Disability & Special Considerations

The Disability Discrimination Act of 2005 and the Equalities Act 2010 mandate that the Academy makes sure that reasonable adjustments are made for applicants with disabilities or other support needs to give them equitable access to exams.

Upon disclosure of their additional support needs or disabilities, a student will be referred to the LCKA Student Counsellor for further evaluation. The Counsellor will then inform the Head of Programme and Head of Exams and Assessments which candidates require reasonable adjustments due to their disabilities or additional support needs, particularly during exams. The Head of Programme and the Head of Exams and Assessments will take appropriate measures to ensure that candidates with such requirements can effectively participate in

exams. If necessary, the Head of Exams and Assessments will complete access arrangement applications and submit them to the awarding body.

It is the responsibility of the Head of Exams and Assessments to ensure that examination rooms and equipment are accessible for candidates with additional support needs or disabilities. In certain cases, candidates may be allocated a separate room for their exams, and the Invigilator for such candidates will be contacted by the Head of Exams and Assessments and the invigilation of such candidates will be arranged by the Head of Exams and Assessments

9.2.Examination Materials and Equipment

The Academy will supply all necessary materials and tools, including paper, a computer, and a calculator, in addition to pens and pencils, for taking exams.

Candidates are required to leave any supplies or equipment outside the exam room or give them to the invigilator, who will keep them at the exam room front desk until the applicant finishes the test and departs.

9.3.Online Examination

Some of the Academy's exams may be administered and graded online. In such instances, each candidate must have their own Invigilator. The following regulations and guidelines will apply.

- The examination will be administered online and recorded either via Zoom or Microsoft Teams.
- The Invigilator will schedule an online meeting 10 minutes before the start of the examination.
- The candidate will show the Invigilator a passport containing his or her name and photograph so that the Invigilator may verify the candidate's identity.
- The Invigilator will provide an overview of the examination paper, including the number of questions and time allotted.
- The Invigilator will show their screen with the exam tasks on it.
- Each examination paper will be broken into separate parts, each lasting no more than 60 minutes and with a 15-minute break between them.
- The candidate will scan/photograph each paper at the end of each section and email the written work to the Invigilator.
- In the event of a technical problem, the Invigilator and the candidate will communicate via video call over WhatsApp until the problem is resolved.
- If the problems continues for more than 15 minutes, the exam will be cancelled and a new date set.

9.4. Additional guidelines for the candidate

The candidate must have enough paper and writing materials to complete the examination. In general, a good choice of paper would be:

- A4 or similar size format
- Feint-ruled (preferably wide) with margins
- White (or minimally coloured)
- Non-reflective

To get maximum contrast, use only dark ink (ideally black or blue) and write on white or faintly coloured paper. Keep the left and right margins free so that examiners may mark the work. Do not use coloured pens or highlighter pens. At the top of each page, add a unique page number and, if applicable, a specific question number. This will help when the work is ordered and scanned/photographed, allowing examiners to mark it. When scanning or photographing answers, ensure that they are:

- Scanned in the correct order.
- Oriented properly.
- Legible (e.g. scans are not blurred, and all fine detail can be sufficiently magnified for reading).
- Complete (e.g. relevant work has not been accidentally cropped out).

In the event of technical difficulties with the online platform, the candidate should keep all of the Invigilator's contact information (email address and phone number) accessible.

Although the examination will be delivered online, all Academy policies and procedures governing exam administration in physical classrooms will continue to apply. For more information, please see the Examination Processes part of this policy, as well as the Academic Misconduct Policy and Student Disciplinary Policy.