Workplace Examination Procedure

1. Purpose and Commitment

1.1. This document explains how the College Group approaches [topic e.g. student behaviour, complaints, appeals, data protection] in a way that is fair, transparent, and respectful.

1.2. The College Group is committed to creating an environment where students, staff and other stakeholders feel safe, respected, and able to participate fully in learning and work. Our policies aim to support wellbeing, dignity, and inclusion while ensuring that concerns and issues are addressed consistently and fairly.

1.3. Where possible, the College Group seeks to resolve concerns in ways that promote understanding, accountability, and positive outcomes for everyone involved.

2. Scope

2.1. To ensure students are given the best opportunity to achieve in all examinations in workplace venues, whilst maintaining the rigor of JCQ rules and regulations and quality of provision. Note: not all examinations are suitable for offsite delivery. This could be due to exam format, rooming and facilities.

2.2. This policy applies to Loughborough College Group, its colleges, and its subsidiaries.

3. Definitions

3.1. Definitions are intended to help readers understand this guidance document and should be interpreted in a reasonable and supportive way, rather than used to make assumptions about individuals or situations. Where there is uncertainty about how a term should be understood, individuals are encouraged to seek clarification from the College Group.

Key Term/Acronym	Definition
JCQ – Joint Council for Qualifications	The organisation that sets common regulations and guidance for the administration and conduct of examinations.
Awarding Organisation (AO)	The organisation responsible for providing and awarding a qualification and setting the requirements for its examinations and assessments.

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ICE – Instructions for Conducting Examinations	JCQ regulations setting out the requirements that centres must follow when preparing for and conducting examinations.
Access Arrangements	Adjustments agreed before an examination that allow an eligible candidate to access the assessment without changing what is being assessed.
Invigilator	A trained person responsible for supervising an examination and ensuring it is conducted in accordance with the relevant examination regulations.
Malpractice	An action or practice that breaches examination regulations and could compromise the integrity, security or fairness of an examination.
Exam Pack	The materials provided to the invigilator by the Exams Team to enable the examination to be conducted correctly, including candidate details, registers, ID checks, seating plans, instructions and relevant examination materials.

3.2. Unless the context requires otherwise, singular words include the plural and vice versa, references to a person include an individual or legal entity, and references to legislation include any amendments or replacements.

3.3. The terms "including", "include", and similar expressions are illustrative and do not limit the meaning of the preceding words. References to the Group or College refer to all parts of the group.

4. Policy Impact Assessments

4.1. This document has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

4.2. This document has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

4.3. This document has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

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4.4. This document has been mapped against the ISO 9001 principles to ensure that Loughborough College Group are following and embedding these principles across and throughout all of their policies and procedures.

5. Policy/Procedure

5.1. The Loughborough College Group has a structured procedure for controlling examinations, ensuring that they are managed in accordance with the JCQ and Awarding Organisation rules and regulations. It is imperative that all staff involved in the planning and delivery of examinations for students in the workplace understand the process behind this procedure document.

5.2. Ensure equality and accessibility are considered throughout the preparation and exam. Invigilators must take account of candidates' individual needs and any protected characteristics that may affect their ability to evacuate safely, including disability, pregnancy or maternity, and language or communication needs.

5.3. Employer Responsibilities:

5.3.1. When an exam is to be conducted in the candidate's workplace the following must be adhered to. A key contact must be appointed for the exam and is responsible for the following:

5.3.1.1. A suitable venue must be provided in which to conduct the exams, considering JCQ requirements and any reasonable adjustments students may require.

5.3.1.2. Candidates must be released from their work duties to arrive at the exam room at least 15 minutes prior to the exam start time.

5.3.1.3. Provide parking for the invigilator (if appropriate) to assist with keeping to the time schedule and keeping the exam papers secure.

5.3.1.4. Ensure the invigilator is met and escorted promptly to the exam room.

5.3.1.5. Be aware of the document 'JCQ Instructions to conduct an exam' which will be provided by the college. This document covers all rules and regulations required. NB if other Awarding Organisation instructions differ from the JCQ they will be made available prior to any exam and will be adhered to before, during and after the exam.

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5.3.1.6. Be aware that any exam can be subject to a JCQ, Awarding Organisation or college inspection.

5.4. Viability of a session:

5.4.1. Exams must be run in line with the latest JCQ or other relevant Awarding Organisation guidelines.

5.4.2. An alternative site form must be completed in line with the above guidelines.

5.4.3. A minimum of 8 candidates are required for a viable exam session (these can be different exams). Anything else will agreed by exception on a case by case basis in discussion with The Loughborough College Group.

5.4.4. Resits may take place in the workplace, to be agreed on a case by case basis. If there are not enough candidates for a viable session the resit may need to take place at the college at an agreed date and time.

5.5. Access Arrangements

5.5.1. If a candidate has declared a disability or learning difficulty an assessment for access arrangements must take place prior to the candidate's examination being booked. This will allow time for assessment and if appropriate an application to be submitted to the awarding Organisation to approve any recommended access arrangements. This can take an average timescale of 6 weeks.

5.6. Suitability of Site and Room

5.6.1. A quiet, private room must be provided with enough space for the separation of candidates.

5.6.2. Candidates must be seated 1.25 metres apart from centre of desk to centre of desk. This is a JCQ regulation and is to avoid malpractice and disturbance from other candidates

5.6.3. The walls must be clear of notices that may assist the candidates in their exam or distract them from the exam.

5.6.4. The employer must make other staff on the premises aware the exam room is not available for use for any other purpose then the exam taking place. There must be no interruptions to the candidates.

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5.6.5. Confidentiality for the candidates' must be observed, i.e. they may not want others to know they are sitting an examination.

5.7. Risks to Exams

5.7.1. Causes of late starts could jeopardise the exam taking place, common reasons could include:

5.7.1.1. Candidates not released from their workplace.

5.7.1.2. Room not available/ready

5.7.1.3. Candidates arriving late

5.7.1.4. Invigilator late

5.7.1.5. Candidate malpractice

5.7.1.6. Access Arrangements not in place prior to the start of the exam ALL of the above are avoidable with careful preparation.

5.8. What the Exams Team can do for you

5.8.1. The Exam Team will work with Curriculum to ensure that all students are registered with the relevant AO prior to any teaching/assessment taking place.

5.8.2. The Exams Team will provide the invigilator with a full exam pack containing everything needed to conduct the exam including but not limited to student detail and registers, ID checking, seating plans, suggested wording prior to the exam and any relevant exam materials. This must be kept securely and protected at all times, to meet JCQ requirements and ensure candidate confidentially is protected.

5.8.3. The Exams Team are available for discussion with the workplace key contact to ensure requirements for the conduct of the examination and invigilation are understood.

5.8.4. Contact details for the Exams Team will be made available to the workplace key contact to answer questions and to assist with any technical or other issues.

5.8.5. Appropriate Regulations will be available to the curriculum tutor and the workplace key contact prior to the exam taking place.

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5.8.6. The name of the invigilator will be made available to the curriculum tutor prior to the exam taking place.

5.9. Curriculum Responsibilities

5.9.1. Teams offering provision for companies and organisations where there is a formal examination at the end of the course must:

5.9.1.1. Discuss any potential examination arrangements with the exams team prior to enrolment to ensure suitability of holding the exam session in the workplace and any relevant support needs. Ideally a suggested exam timetable can be identified at this stage.

5.9.1.2. Provide the Exams Team with the full address and postcode of the site where the exam will take place.

5.9.1.3. Ensure that the workplace key contact is aware of the formal examination process and what they may be asked to provide on the day.

5.9.1.4. Provide advance warning to the workplace key contact the name and arrival time of the invigilator and proposed finish time of the exam.

5.9.1.5. Curriculum Team (ie subject specialist Curriculum Manager) to advise of suitability of course time table and exam timescales, including resits.

6. Roles and Responsibilities

Employer	To ensure an suitable venue is arranged inline with JCQ rules and regulations. To ensure the candidates are available from at least 15 minutes prior to the exam and until the exam is fully completed, being released for their work duties.
Curriculum staff	To ensure the candidates are registered with the appropriate Awarding Organisation (through the Exams Team), the exam has been booked through the Exams Team, and that the candidates are suitably prepared for the exam. Provide the Exams Team with details of the Exam location.
Exam Team	Complete all exams bookings with the appropriate Awarding Organisation, and ensure a suitable invigilator is available to attend the

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	exam. Prepare a full Exam pack for the invigilator. Be Available for advice and troubleshooting on the day of the exam.

7. Related Documents

7.1. This document should be read with:

7.1.1. JCQ ICE Document

8. Document Access

8.1. This document can be found on the College Group's website and on the Document Control SharePoint.

9. Review and Continuous Improvement

9.1. The College Group is committed to actively periodically reviewing its documents in line with legislation and best practice, to ensure they remain accurate, transparent, compliant, inclusive, effective, and supportive.

10. Change Log

Date	Version	Details of Change	Reviewer
27/08/26	1.1	Change of template. Wording reviewed and updated	Lisa Hatton

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Appendix 1

Appendix

Name:	Workplace Examination Procedure	Owner:	Exams
Approved by:	Executive	Applicable to:	Staff/Students
Reference:	XM-PCG-034	Last Review:	August 2026
Version:	1.1	Next Review:	September 2027

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