Examinations Storage and Transportation of Papers Policy

Policy Owner: Zubair Ahmad

Final Review Date: July 2026
Next Review Due: July 2027

Address: 3rd Floor, 277 Cranbrook Road,
Ilford, IG1 4TG

Email: info@londoncollege.co.uk
Phone: +44 (0) 208 2617372
Web: https://londoncollege.co.uk

Examinations Storage and Transportation of Papers

General Principles

The College is committed to ensure that external Examinations and invigilation is conducted by the procedures and guidelines that are stated by the Awarding Body and followed by the JCQ (Joint Council for Qualifications) handbook.

Review of the policy

The College will review the policy annually and revise it as and when required. The review process includes changes in practices, actions required by Awarding Organisations or changes in legislation to determine the impact of the policy and any action required.

This policy has generic procedures for all types of Examinations and must be always adhered to

For paper-based Examinations

- Examination papers will be retained at head office in a secure, fireproof safe. A record of what is received and placed in the safe will be maintained on central file; the record will identify the name of the person who received the papers, the date, and the name of the second pair of eyes, together with signatures.
- Any movements of examination papers will be recorded on the central file, as above.
- Examination papers will be posted securely by 'Signed for' postal services or equivalent to the regional offices or outreach locations, or directly to the invigilator, as required
- Examination papers will be sent only two days prior to the intended examination date and kept in a safe, secure location until the examination takes place
- Examination papers should be sent/received in sealed bags.
- If individual examination papers are received in an unsealed or damaged bag they must not be used. Head office must be informed immediately, and new papers sent.
- Once the invigilator has received the examination papers under no circumstances must the papers be left unattended.
- Once the examination has finished, papers should be placed in a sealed mailing bag.
- Examination papers should be dispatched to the relevant awarding body the same day or if this is not possible, the following morning.
- Examination papers should be posted securely by 'Signed for' or equivalent to the relevant Awarding Organisation.

For electronic Examinations

- A secure link is provided electronically to the invigilator the day before the intended examination date, or within a minimum of 2 hours of the start time if devices are already set up for running the specific examination.
- Once the invigilator has received/downloaded the login details or examination papers under no circumstances must the files/devices be left unattended.
- Any supporting documentation should be dispatched to the relevant awarding body the same day or if this is not possible, within the next 24 hours.

Declaration by AA London College We agree:

- To follow the procedures for the safe storage, copying, distribution and destruction of test papers.
- To report any breach of Examination security to the relevant Awarding Organisation.
- We understand that if the College does not follow the Awarding Organisation Examinations process our approval status is at risk.
- We note than an Awarding Organisation reserves the right to take appropriate action in the event of misuse or serious lapses of security arrangements; this could include the removal of centre approval.

Responsibility

- overall responsibility for ensuring that the College complies with Awarding Organisation regulations concerning the control of Conduct of External Examinations/Invigilation Policy is delegated to the IQA Manager, or the Head of Administration.
- day to day responsibility to appointed persons who must co-operate and be mindful with this policy which it directly relates to them and report all concerns to the Examinations Officer or Head of Administration

The Management will be responsible for implementing and monitoring the effectiveness of this policy. It is, however, the duty and responsibility of all employees working for the College, in whatever capacity, to adhere to the Policy within their own spheres of responsibility.