

Handling Digital information & material Policy – Exams

**Centre Numbers:
14213, 14263, 10662, 14119**

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Approved by/on	College SLT on 25 February 2026
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1. Purpose of the Policy

This policy explains how the centre securely manages, stores, transfers and disposes of digital examination information and materials in accordance with JCQ regulations and awarding body requirements. It ensures the integrity, confidentiality and security of assessments at all times.

2. Scope

This policy applies to all staff, contractors and third parties involved in examinations and assessments. It covers secure electronic materials, on-screen examinations, awarding body online systems, digital audio files, candidate data and any electronically stored examination information.

3. Responsibilities

Head of Centre – Overall responsibility for compliance with JCQ regulations.

Exams Manager – Accuracy, security and lawful processing of candidate data.

Exams Team – Day-to-day operational management of secure materials and exam processes.

Assistant Director of IT Services – Technical security, systems access, and exam-specific IT arrangements.

All staff – Compliance with this policy and annual cyber-security training requirements.

4. Cyber Security and Access Controls

Access to awarding body systems is restricted to named users only.

Multi-Factor Authentication (MFA) is enabled where available.

Passwords must be strong, unique and confidential.

Encryption of sensitive data during transmission and storage

Measures to prevent unauthorised access, such as firewalls and antivirus software

Annual cyber-security training is mandatory for all authorised users. Passwords must be strong, unique and confidential.

5. Handling Secure Electronic Materials

Secure electronic materials are downloaded only by authorised staff. Files are stored on encrypted, access-restricted systems. Printing is carried out in secure locations with immediate collection. Any unused or spoiled material is securely destroyed. Files are permanently deleted once no longer required.

6. On-screen and Digital Assessments

All on-screen exams follow JCQ Instructions for Conducting Examinations and awarding body technical guidance. Internet access is disabled unless explicitly permitted. Exam devices are locked down and cleared between sessions.

LSEC have secure exam logins and systems for conducting digital examinations.

Depending on the requirement, they can use secure browsing, restrictions on copying or printing, and protection against cheating or unauthorised access.

All digital examinations with high security will be covered by invigilation, and monitoring of these digital platforms can be accessed by our exam and IT department during examinations.

7. Data Protection and Privacy

All digital examinations, data collection, storage, sharing and retention are compliant with the General Data Protection Regulations (GDPR)

GDPR training is mandatory for all LSEC staff and must be renewed annually

Unauthorised electronic devices (including smart watches, earbuds and phones) are not permitted in exam rooms. Any suspected digital malpractice, including AI misuse, is reported in line with JCQ procedures.

8. Incident Management

Any loss, breach or suspected compromise of digital exam material or data is reported immediately to the Exams Officer and Head of Centre. Incidents are logged and reported to awarding bodies where required.

The Executive Principal and Chief Learning Officer, the Quality Assurance Manager, and the Examination Manager will investigate and report any potential vulnerabilities or concerns with the relevant awarding body.

9. Training and Monitoring

All relevant staff receive annual training on examination security, cyber-security and data protection. Compliance is monitored through audits, logs and internal checks.

10. Review of Policy

This policy is reviewed annually or in response to changes in JCQ regulations or following any significant incident.

11. Compliance and Consequences

Staff - Non-compliance with the LSEC policy or JCQ rules and regulations in relation to digital examination material would be regarded as malpractice, and the awarding bodies could revoke the centre/campus approval.

Learner – Non-compliance with the LSEC policy or JCQ rules and regulations in relation to digital examination material would be considered malpractice. The learner would be reported to the awarding body, and the learner could be disqualified from subject exams in the present or future exam series.

Note: This is a general outline based on information available up to September 2025. It is crucial to refer to the latest JCQ guidelines and consult with relevant stakeholders within your college to ensure your policy aligns with current best practices and requirements.