

## **Procedure to ensure the Security of Examination and Assessment Material**

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## **1. Introduction and purpose**

- 1.1 This procedure is in place to always ensure academic integrity. It has been reviewed to ensure that the RVC is maintaining standards which meet the conditions set by the Office for Students (OfS) as well as the Professional, Statutory and Regulatory Bodies which accredit the RVC.

## **2. How assessment and exam materials, including marks, are held securely and confidentially**

- 2.1 The Exams Office have a secure networked drive accessible only by the Exams Office staff and selected members of Academic Registry, such as Student Records and the Academic Registrar.
- 2.2 The Exams Office is within Academic Registry and these offices are only accessible using a valid ID swipe card and/or key, which is restricted to Academic Registry staff and selected members of staff.
- 2.3 Exam papers and scripts are held securely online or within each secure Exams Office during the assessment period. Digital files are kept securely for seven years. Any paper scripts are securely archived and held for seven years on the College premises prior to being confidentially destroyed. Any exam associated documentation is held within the Exams Office until the assessment process is completed (at the end of the academic year, following the Exam Board) and then confidentially destroyed. Digital copies of associated paperwork may be kept if appropriate and kept for seven years in line with examination papers and scripts.
- 2.4 The College has a database of questions developed using commercial software (Ripley Systems) for storing MCQs and EMQs. Papers are compiled within the question bank and following the examination, the results are processed. The question bank contains information relating to the provenance and previous performance of each question. The question bank is located within the Exam Offices and only accessible via dedicated machines. Users of the question bank are assigned specific user accounts.
- 2.5 Online submission of coursework and Examinations are conducted via the College's Virtual Learning Environment, RVC Learn. Each student has their own unique RVC Learn log-in details.

## **3. OSCEs and DOPS**

- 3.1 The stations for OSCEs and DOPS are created on the Speedwell system which is accessed by limited relevant members of staff given access by the Head of Examinations and Assessment. The Exam is created and published on the system and transferred to iPads.
- 3.2 Assessors' login to the iPads on the day of the OSCEs or DOPS first via a code to access the device and then using assigned login details from the Exams Office to access the Speedwell system. Assessors can only view the mark sheets for the students which they are assessing on the assigned station. The iPads automatically lock after a short period of time of inactivity and Assessors can lock the iPad on demand.

#### **4. How draft and final assessment questions/tasks are transferred to/from/between staff, campuses and External Examiners**

##### 4.1 Staff

Members of staff are reminded that examination papers and supporting material **must not** be sent in the internal post or via email. The Exams Office uses secure methods to send examination papers and supporting material and therefore staff must follow the guidance of the Exams Office and use only the method conveyed by the Exams Office.

When staff are working on exam questions/papers they must ensure that their machines are not left unattended. Whenever the machine is left, it must be either switched off or locked which requires a password to gain access.

##### 4.2 Campuses and off-site external exam venues

Examination materials are transferred securely via electronic means.

##### 4.3 External Examiners

Examination questions/papers and materials are shared with External Examiners via the Learn platform which External Examiners are required to log into using individual assigned login details.

#### **5. Invigilation**

- 5.1 In-person exams are delivered in conjunction with a third party, TeamCo. TeamCo provide trained invigilators to oversee the running of examinations. The RVC also holds a bank of dedicated invigilators employed by the Exams Office to support with the running of specific examinations and assessments, including reviewing proctoring videos and supporting with OSCEs. These individuals are always fully briefed on the specific examination requirements.
- 5.2 The invigilators will deliver instructions to the students at the start and end of the examination session. Should students have queries, they are instructed to remain seated and raise their hand to attract the attention of the invigilator(s).
- 5.3 During an examination, a student will always be invigilated or proctored (unless in the case of a remote unproctored exam, i.e. Open book) until such time that they have fully completed the examination.
- 5.4 Under no circumstances will a student be permitted to copy or remove any examination materials from the room, including after the examination has ceased.
- 5.5 In the event of a fire alarm sounding (or another need to evacuate) students are asked to calmly leave the examination without carrying any examination material or personal belongings to the relevant Assembly Point. Students are refrained from speaking to each other and will continue to be invigilated.
- 5.6 For OSCEs and DOPS, assessors are asked to lock the iPad and keep it within their possession until instructions are provided by the Exams Office. Students will be required to return to and repeat the station they had started if they were interrupted at any point of time.

## **6. Confirmation of Student Identity**

### **6.1 Exam Room**

Students are required to register for the exam with their RVC student ID card (or permitted photographic ID) and are seated at specific desks.

### **6.2 Remote Online**

Online submission of coursework and other assessment activities are conducted via the College's Virtual Learning Environment, RVC Learn. Each student has their own unique RVC Learn log-in details which they should not share in accordance with the Information Security Policy 2023. For online examinations which are proctored, students are required to register using their RVC student ID card.

### **6.3 OSCEs and DOPS**

Students are required to register for their OSCE or DOPS and are provided with a label confirming their name and candidate number. Students are required to wear the label through the assessment.

When a student enters a new station, the Assessor asks the student to confirm their name and candidate number.