

## Security of examination and assessment materials

This policy supports the advice and guidance on Assessment as provided in guiding principle 10, in the [UK Quality Code for Higher Education](#):

*Assessment is carried out securely. Staff carry out all aspects of assessment in a way that ensures the integrity of the assessment process and, in turn, the integrity of the academic standards of each award.*

*Key areas of potential risk to the integrity of assessment are:*

- *transit of draft assessment questions/tasks between staff including between campuses and transit of materials to external examiners*
- *invigilation of examinations*
- *confirming the identity of students undertaking assessments, whether in an examination room or online, and when student work is submitted in person, online or through other means.*

*Students' marks and related information (such as extenuating circumstances applications) are held securely and disclosed only to those who need access and have a right to see it.*

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

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.

The Camden Exams Office is only accessible using a valid ID swipe card, which is restricted to staff only. Exams Office staff are able to lock the Exams Office door at Camden when not in attendance. The Hawkshead Exams Office is located within the Placement Office, part of Academic Registry, and is only accessible using a valid ID swipe card, which is restricted to Academic Registry staff and selected members of staff. The internal Exams Office door also has an ID swipe card entry which is only accessible by Exams Office staff. The Placements Office door, is lockable when the office is unattended, this serves as a double layer of security.

Exam papers and scripts are held securely online or within each secure Exams Office during the assessment period. Previously used year scripts are securely archived and held for seven years on the College premises prior to being confidentially destroyed. Exam papers and associated documentation are held within the Exams Office until the assessment process is completed and then confidentially destroyed.

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.

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

#### **Staff:**

Examination questions/papers and materials must be delivered in person to the Examinations Office via USB Flash Drive or via email. If using e-mail, the data must be encrypted before sending.

Members of staff are reminded that examination papers and supporting material must not be sent in the internal post.

Markers are required to collect/return assessment material directly from/to the Examinations Office at either campus. Scripts will not be sent via internal post.

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 a screensaver/screenlock which requires a password to gain access.

#### **Campuses:**

Examination materials are transferred securely either via electronic means or hand delivered by a College employed courier.

#### **External Examiners:**

Examination questions/papers and materials are transferred to and from External Examiners via encrypted email.

When External Examiners attend the College to review the assessments, all papers and scripts are kept in a secure lockable room accessible only to Examinations Office and External Examiners.

#### **Invigilation of assessments**

The College employs dedicated invigilators to oversee the running of examinations. These individuals are trained by Exams Office staff and fully briefed on the specific examination requirements by the dedicated Exams Officer.

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).

During an examination, a student will always be invigilated until such time that they have fully completed the examination.

Under no circumstances will a student be permitted to copy or remove any examination materials (papers/scripts) from the room, including after the examination has ceased.

In the event of a fire alarm sounding (or another need to evacuate) when students are taking a practical assessment, all assessment sheets are to be collected by the assessor and handed immediately to a member of the exams team. Students are refrained from speaking and will return to the station they were at to start the station again (if interrupted).

**How student identity is confirmed at assessments in:-**

**Exam Room:**

Students are seated at specific desks according to their candidate number. The candidate number is only known to the individual student and specific Academic Registry staff.

**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.

Other related documentation:

General Assessment Regulations for Taught Courses

Written Examinations taken at a Distance

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