

Procedure to ensure the Security of Examination and Assessment Material

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1. Introduction and purpose

1.1

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.

6. Confirmation of Student Identity

6.1 Exam Room