



Handling of Secure Electronic Materials Policy

Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre.

At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer*.

*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material.

The member of staff authorised to handle secure electronic materials at Samuel Kings School is the exams officer. A member of the administration staff can assist with printing and collation if required, provided that they are under supervision at all times.

The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies and section 4 of the *JCQ Instructions for Conducting Examinations*.

Secure account management

Secure account management must be upheld at all times. Email accounts used for to access secure materials must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.

Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared. By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.

Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.

Accounts must be reviewed by the head of centre ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed. Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.

Accessing and printing secure files

The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.

The file must be accessed and downloaded only for use by candidates who have been entered for the examination.

The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.

Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.

Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.

Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room, e.g. exams office staff and a Reprographics Assistant. A subject teacher must not be present in the room.

Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section 3 of the *JCQ Instructions for Conducting Examinations*.

Reporting to an awarding body

Report any deviation from these instructions to the awarding body using JCQ Form M2.

The form may be found at:

<http://www.jcq.org.uk/exams-office/malpractice>

Report any concerns of a potential breach of security to the awarding body immediately.

To be reviewed annually

Version Control	
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