LONDON
Professional Training College

# Security of assessment materials

May 2025

# Security of assessment materials Policy

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| Authorized by: | The principal |
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## Security of assessment materials

Exam officer takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:

1- The location of the centre's secure storage facility in a secure room solely assigned for the purpose of administering secure examination materials (Current room passed as secure by JCQ) the secure room contains exam-related material.
2- All exam related materials are therefore in the safe there are between two members of staff who have the code to the secure room staff named and approved by the head of centre .
3- Appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff .
4- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question papers are opened.
5- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations.
6- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates and notify them of any advice and instructions relevant to the examinations and assessments.
7- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.
8- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
9- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice-Policies and procedures.

10- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or member of staff, are reported to the awarding body immediately.

11- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the senior leadership team to act immediately in the event of an emergency or staff absence).

**Speaking test material:**

1. MFL papers for speaking exams, are treated the same as any other live exam papers.
2. They are usually received by the receptionist; the unopen box is placed in the secure room.
3. Exam officer is the only person at the college, who opens exam materials boxes.
4. Exam officer opens the box in the secure room, record all the materials in the box and the date, then place the papers in the locked filing cabinets.
5. Exam officer releases the speaking exam papers to the teachers of the subjects, few days before the exams take place, name of teacher, day and time will be recorded.
6. Teachers are only allowed to study the papers at the college, all papers will be handed back to exam officer who locks them away in the cabinets at the end of the workday.
7. Teachers are not allowed to take the papers home or make photocopies.
8. After the speaking exams are done, the speaking exam papers and the students' sheets and answers, are locked away in the cabinets.