

Security of Exams Policy

1.0 Purpose

To ensure the confidentiality, integrity, and security of all assessment-related materials and processes administered by McAnderson Associates Limited. This policy protects the fairness of examinations, prevents malpractice, and maintains the credibility of qualifications issued under McAnderson's programs.

2.0 Scope

This policy applies to:

- Examination officers and invigilators
- Administrative staff involved in exam preparation and delivery
- Trainers and assessors with access to exam content
- Freelance facilitators or external examiners handling assessments
- All learners participating in McAnderson-administered examinations

3.0 Policy Owner

McAnderson Associates Limited

4.0 Review Schedule

This policy is reviewed on an annual basis or when updates are introduced by awarding bodies, accrediting institutions, or internal management.

5.0 Policy Statement

McAnderson Associates Limited upholds the highest standards of exam security to protect the integrity and reliability of assessment outcomes. Every examination must be conducted in a secure, controlled, and monitored environment, whether administered in-person or online.

Exam security is a shared responsibility across all levels of the organization and must be proactively managed throughout the entire lifecycle of the assessment process—from preparation and storage to delivery and post-assessment handling.

6.0 Security Objectives

- Prevent unauthorized access to exam content and materials
- Ensure accurate delivery and return of exam documents and digital files
- Deter and detect incidents of exam malpractice or data breaches
- Maintain traceability of all exam activities and personnel involved
- Provide a safe, controlled environment for all learners during assessment

7.0 Key Areas of Exam Security

7.1 Secure Storage of Examination Materials

- All physical examination papers, marking guides, and answer booklets must be stored in a locked, access-controlled cabinet or secure room.
- Digital exams and supporting files are stored on password-protected systems or encrypted drives accessible only to authorized personnel.
- The Examinations Officer maintains a record of all individuals granted access to exam materials.

7.2 Distribution and Handling of Materials

- Exam materials (physical or digital) are distributed only by the Examinations Officer or a designated authorized representative.
- Sealed exam papers must not be opened before the scheduled exam time unless authorized for invigilation or printing purposes.
- Any material found to be tampered with or missing must be reported immediately and logged for investigation.

7.3 Supervised Delivery and Invigilation

- A trained invigilator must be present in all exam rooms or proctoring sessions to oversee and ensure compliance with exam protocols.
- Learners must present valid photo identification and sign an attendance sheet before starting the exam.
- Use of unauthorized materials, devices, or communication tools is strictly prohibited.

7.4 Online and Remote Exam Security

- Learners must confirm their identity and allow screen and webcam monitoring during online assessments.
- Anti-cheating technology may be used (e.g., lockdown browsers, AI-based proctoring).
- Online exams are conducted via secure, encrypted platforms that log all user activity.

7.5 Handling Completed Exam Scripts

- Completed physical scripts are collected, counted, and checked immediately after each session.
- Scripts are stored securely until marked or returned to awarding bodies.
- Where required, materials are sent back to external bodies using recorded or tracked delivery (e.g., courier with proof of receipt).
- Digital submissions are uploaded to secure platforms with timestamp verification.

8. Access and Permissions

- Only designated personnel may access secure storage or handle exam materials.
- A register is maintained of all staff handling or transporting assessment resources.

- Staff must undergo confidentiality training and sign a declaration agreeing to uphold security procedures.

9. Incident Management

- Any breach or suspected breach of exam security—such as early access to papers, impersonation, missing materials, or learner misconduct—must be reported immediately using the Malpractice and Maladministration Reporting Procedure.
- An incident report must be filed and investigated within 48 hours, and external bodies (e.g., BCS) notified where applicable.

10. Staff Training and Compliance

- All invigilators, exam officers, and trainers receive periodic training on:
 - Exam security protocols
 - Data protection related to assessments
 - Malpractice reporting
- Refresher training is provided annually or upon policy updates.

11. Monitoring and Audit

- Routine and unannounced audits of exam handling, security logs, and learner attendance records are conducted by the QA team or designated management.
- Any anomalies or gaps are addressed with corrective actions and staff retraining if necessary.

12. Data Protection and Retention

- Learner data and exam results are stored securely in line with McAnderson's Data Protection Policy.
- Exam scripts and related documentation are retained for a defined period (e.g., 12–24 months), after which they are securely destroyed or archived in compliance with awarding body guidelines.

13. Conclusion

The security of exams is essential to the credibility and reputation of McAnderson Associates Limited. All individuals involved in the assessment process are expected to strictly adhere to this policy to uphold trust, fairness, and academic integrity.

14. Policy Approval

Approved by:

Akindayo Akindolani
Position: Founder & CEO
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