



### 1.3.7 Security of Assessment Materials

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#### Purpose

The purpose of this procedure is to outline how KWETB securely store assessment material, learner evidence and records of assessment.

#### Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

#### Preamble

KWETB is committed to the principles of fairness, reliability and validity of assessment, and in order to ensure that these principles are maintained, all personnel will ensure that assessment materials are stored securely before, during and after the assessment period. Responsibility for this lies within each centre. All personnel are responsible for understanding the reason for security of assessment materials and evidence and contribute to ensuring security.

Assessment materials include, but are not limited to: Assessment briefs, examination papers, marking schemes, sample answers or sample answer books, solutions, instructions for practical and skills demonstrations, and backup examination papers and briefs.



Assessment records include, but are not limited to, completed attendance sheets, invigilator reports, seating plans, Learning Practitioner verification, photographic and/or audio evidence, signed assessment submissions, internal verification reports, external authentication reports, appeals documentation and records of reasonable accommodations, compassionate considerations and assessment malpractice processes.

Learner assessment evidence refers to completed examination scripts or answer books, hard or soft copy assessment evidence; artefacts created by assessment learners. KWETB locations are equipped with secure, lockable storage for assessment materials and evidence.

The KWETB policy on GDPR covers the need to ensure the security of online material. There are clear lines of authority for ensuring security of assessment materials and evidence, and all personnel are committed to, and understand the significance of security of assessment materials and evidence. Programme Co-ordinators are responsible for establishing secure tracking and storage of assessment materials and evidence; ensuring that there is secure storage; informing personnel of their responsibilities and assigning responsibility where required.

### **Procedure – 1.3.7 Security of Assessment**

1	<p>The Programme Co-ordinator should inform the Learning Practitioner of the deadlines for submission of examination briefs and papers.</p> <p>The Learning Practitioner should submit these to the Programme Co-ordinator within the specific deadline.</p>
2	<p>The Programme Co-ordinator should ensure that the Learning Practitioner is routinely informed of the arrangements for secure storage / online storage of assessment materials and notified of changes if necessary.</p>
3	<p>The Programme Co-ordinator should ensure that all staff are informed of arrangements for the secure transfer of assessment materials where these are applied.</p>
4	<p>The Learning Practitioner should inform the learner of their responsibility for the submission of assessment evidence and of the arrangements for secure storage.</p> <p>The Learning Practitioner should inform the learner about their ownership of assessment evidence and of their responsibility to retain online back up or a hard copy of the evidence submitted.</p>
5	<p>The Learning Practitioner should ensure that the learner is aware that they are responsible for secure online storage / storage of their assessment material prior to submission.</p>

	<p>The Learning Practitioner should ensure that the learner is aware to retain online storage of back up files or a hard copy</p>
6	<p>For FET Provision, the Co-ordinator should ensure that all examination papers and back-up examinations papers are retained in the agreed secure location when submitted by Learning Practitioner.</p> <p>For FET Provision-Second Providers, as per F11 request, the TSO should securely send pre-release assessment materials. Theory papers are released to the FET Provision-Second Providers, the day before the scheduled event is due to take place.</p>
7	<p>The Programme Co-ordinator should ensure that examination papers are issued by the designated person, to the invigilator on the day of the examination/assessment instance.</p>
8	<p>The Learning Practitioner should ensure that assessment material is stored safely securely after submission by the learner.</p> <p>The Learning Practitioner should ensure it is placed in the designated secure storage area or cloud storage.</p>
9	<p>When artefacts assessment is presented by the learner, the Learning Practitioner should ensure that these are manually receipted, either using a physical receipt or an acknowledgement via email to the learner, that the evidence has been received.</p> <p>The Learning Practitioner should provide receipting for eportfolio/onedrive submission of assessment.</p>
10	<p>The Learning Practitioner should ensure secure storage of assessment materials and evidence during the marking and grading phase.</p>
11	<p>For FET Provision, the Co-ordinator should ensure that all learner evidence and assessment material (including application forms, learner contracts, exam sign-in sheets, course evaluations, etc) is retained until after the appeals process elapses.</p> <p>The Co-ordinator should notify the learner of a date within which assessment evidence will be disposed of securely and removed from relevant drives.</p> <p>For FET Provision-Second Providers, the Programme Manager should ensure that all assessment materials, used or otherwise are returned to the TSO where it is checked and securely disposed of.</p>
12	<p>Following the collection date, the Programme Co-ordinator should arrange for the secure disposal of the assessment materials.</p>

### Link to other Policies/Procedures

1.3.2	Information to learners about Assessment
2.1.3	Information to Learners
3.3.4	KWETB GDPR Procedure
3.4.6	Data Security



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