

Arrangements for handling secure electronic materials

This document has been created in accordance with the JCQ ICE booklet section 4.

Centre Authorisation (4.1-4.3)

Electronic question papers will only be handled by members of staff authorised to do so within the centre. The people authorised within Haybridge High School & Sixth Form (24095) are:

Stacy Hearn (Exams Officer)

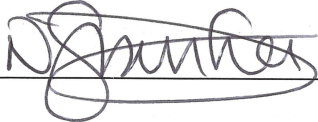
Kalila Miller (Data Manager)

Lucy Waldron (Central Support Technician)

Andrew Whittle (Support Technician)

Derek Taylor (IT Manager)

Robert Bick (Head of Data and Exams)

Signed  Date 10/05/23 Head of Centre

Secure Account Management (4.4-4.9)

The Exams officer will annually check and update membership to awarding body secure intranet sites. Any changes to staff within an academic year will be monitored by the exams officer to ensure that access is only granted to those who require it.

Only Stacy Hearn will have rights within the secure sites to access secure materials.

Accessing and printing secure files (4.10-4.16)

Where an electronic paper is required the Exams Officer will access the paper and ensure that it is printed and handled in a secure manner.

Where a paper is copied someone of the above list will be present at all times and the paper will be sealed in non-transparent envelope and clearly marked with the details of the examination.

Electronic materials such as listening tracks will be downloaded by the exams officer and moved by the IT manager or support technician into a secure area that can be accessed by invigilators on the day of the exam, materials will not be moved to the account until 90 minutes prior to the examination start time. Passwords for these accounts will be changed regularly.

Where an exam required a PDF paper for the purposes of a computer reader the paper will be downloaded by the examination officer when released by the exam board and moved to a secure exam account which will be accessed at the start of the examination.