



**De Montfort University Kazakhstan**  
**DMUK Guidelines on the Security of Assessments**



## **Appendix J**

### **DMUK Guidelines on the Security of Assessments**

#### **Face to Face Examinations**

- Where possible, draft and final examination papers should be kept secure e.g., in locked cabinets or a safe, when not being worked on.
- Examination papers and materials should be delivered personally to the Programme Office and a receipt obtained.
- Members of staff should be reminded that examination papers or supporting material must not be sent in the internal post.
- Answer scripts should always be delivered by hand to destinations within the University, and a receipt obtained.
- Where possible, examination data should be stored on a network disk (either one of the IT Service's rented file stores or similar storage offered by a department). In this way the data is physically stored elsewhere and access to the desktop machine matters much less. The other great advantage of doing this is that it should ensure that the data is backed-up.
- Electronic versions of draft and final examination papers should be password protected in a secure location/drive or on a USB that can be locked away.
- If using e-mail for draft or final examination scripts/markings schemes, best practice would be to encrypt the data before sending it. This can be done in many ways, but the most common ways would be to use Word's option to encrypt a document, or an encrypted PDF file, or to send the document as a ZIP file and encrypt that. The recipient can be given the password to decrypt the message via a telephone or a secure messaging service such as WhatsApp with the message deleted from the phone as soon as the message has been actioned.

#### **Online Examinations**

- Drafting and finalising examination papers can follow the same procedure as above.
- Ensure any online platform has a Safe Exam Browser integrated into its configuration and ensure integrity in the taking of examinations, the examiner paper should be restricted to those students who have downloaded the software.
- Where access to Wi-Fi and/or a device is an issue for some students when physical classroom attendance is impossible, for example, during COVID restrictions, alternative approaches to assessment should be explored and, in worse case scenarios, assessments may need to be deferred. In the case of De Montfort University (UK) programmes, alternative approaches to assessment, or deferral, must be agreed with the UK university.