

4.3.2 Security in Assessment

The Registrar ensures:

- i. Security in assessment procedures are followed and updated as appropriate.
- ii. All examination scripts are stored in a secure, locked location, that is controlled by the Registrar.
- iii. Records are stored securely. Assessment results are permanently archived and protected by the Registrar. The Registrar has overall responsibility for maintaining records relating to learner assessments, as per QQI (2013b) guidelines. Records relating to summative assessment results are permanently and securely retained, whether an award has been recommended or not.

As per QQI (2013b) guidelines, all assessments at ICD must be handled confidentially. All staff involved in the assessment process must ensure that they

- i. Do not share learner results/grades with parties other than the student themselves.
- ii. Share grades only with specific persons also involved in the assessment process. Sharing of learner grades internally among staff is standard process as a part of second marking (internal verification), examination board meetings (where grades are approved), and other administrative tasks related to collecting and distributing grades (to students). External Examiners are informed of grades as part of external assessment and examination board meetings.
- iii. Ensure that they clarify with students whether they are providing provisional or official grades to students: The Moodle system provides a facility for staff to distribute **provisional grades** to students individually, confidentially, where appropriate, but **official grades** are distributed to students by the Registrar.

Unseen examinations: Unseen examinations are created by individual lecturers pending approval of the second marker and the External Examiner, with this process coordinated by the Registrar and

Programme Director. Internal sharing of unseen examination papers and solutions must involve password protecting digital documents.

The Registrar and Administrative office staff (under the supervision of the Registrar) coordinate the secure printing and distribution of unseen examination papers. A key duty of examination invigilators is to ensure that unseen exam papers are not seen by any student until the examination begins, at which time all exam candidates are instructed to begin to read their exam paper at the same time, to ensure all students have equal opportunity to attempt the assessment instrument to demonstrate their learning outcome achievement.

Recording assessment attempts: Assessment attempts submitted by learners must be recorded in one of the following ways:

- All attendees at examinations or in-class tests (e.g. paper exams, or presentations) must sign an attendance sheet and display their student card to verify their identity
- Where practical, students will submit copies of assessment submissions via Moodle
- Physical (e.g. paper) copies of assessment attempts are, where practical, submitted directly to either:
 - o The lecturer/assessor, who records submissions
 - o Or the administration office who securely store submissions and take students' signatures as records of submission

REFERENCES

QQI (2013b) Assessment and Standards, Revised 2013. Quality and Qualifications Ireland, Dublin.

Available from:

https://www.qqi.ie/Publications/Publications/Assessment_and_Standards%20Revised%202013.pdf