



Examinations

HANDLING SECURE ELECTRONIC MATERIALS POLICY

Reviewing Member of Staff: Mrs H Green **Examinations Officer**

Head of Centre: Dr A Evans

Date Updated: 13/10/2025

Review Date: Autumn Term 2026

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the policy

Role	Name(s)
Exams Officer	Mrs H Green
Deputy Exams Officer	Mrs C Whiteley
Head of ICT	Mr M Brant
IT Manager	Mr D Pilling
IT Technician	Mrs C Dziczkaniece
IT Technician	Mr J Rees

Arrangements for handling secure electronic materials

Prince Henry's High School will adhere to the guidelines within the JCQ *Instructions for Conducting Examinations* 2025-26 (ICE, Section 4).

Centre authorisation

- The six members of staff listed on the first page of the document (which includes the Exams Officer) are authorised by the Head of Centre to handle secure electronic question paper materials.
- The Exams Officer, Deputy Exams Officer and Assistant Exams Officer are aware of the most recent instructions issued by the relevant awarding bodies and download the secure materials to either print modified exam materials for candidates or pass on secure materials to the Head of ICT or the IT team listed on the first page of the document. These secure materials would be for BTEC Level 3 IT, WJEC Level 3 Food Science and Nutrition or University Admissions Assessments.

Secure account management

- The Exams Officer and Deputy Exams Officer will use their personal Exam Board logins to access key secure materials.
- Any secure materials sent via email will be to the staff listed on the first page of this policy. Where the materials are saved in a shared area, they will be password-protected and opened by authorised staff only.
- Any copies made will be stored securely either electronically or for hard copies locked away in the Exams Secure Store.
- Files and materials will only be accessed by the authorised members of school staff.
- By accessing the materials, the six members of Prince Henry's staff are accepting responsibility for maintaining the security of the materials.
- Accounts used to access secure materials will be audited by the Exams Officer and any staff who have left the School will be removed and replaced with another authorised member of staff.
- The Exams Officer will review all Exam Boards' teacher access annually and remove any staff members who have left. The Exams Officer will ensure all permissions levels are checked and amended if required.
- Centre staff accessing Exam Board websites are requested to use multi-factor authentication (MFA) and must not share their personal login details with anyone else.

Accounts used to share secure online materials

1. heleng@princehenrys.worcs.sch.uk
2. cwhiteley@princehenrys.worcs.sch.uk
3. mb@princehenrys.worcs.sch.uk
4. dp@princehenrys.worcs.sch.uk
5. caroline@princehenrys.worcs.sch.uk
6. jrees@princehenrys.worcs.sch.uk

Accessing and printing secure files

- The six authorised staff members will ensure the integrity and security of the electronic question papers is maintained during downloading, printing and collating process.
- The files will be accessed and downloaded only for use by candidates who have been entered for the examination.

- Once examinations have started, trained invigilation staff will handle modified papers printed from electronic sources and have access to onscreen exam assessments at the same time as the candidates.
- Once the exam has taken place, the file must be deleted from the stored location and from the deleted folder.
- The Centre will ensure there are no unnecessary hard copies created of the files, and all files are securely destroyed once printing has been completed.
- Secure files must be accessed and printed in the secure environment. Only authorised members of staff must be present in the room.
- Once printed, the question papers and answer papers will be sealed in separate envelopes and taken directly to the Exams Office at the school.
- The Exams Office will process the paperwork to be either returned to the awarding body via the 'yellow label service' or sent via coded USB or repository.
- Any hard copies will be retained in the School's secure storage room until after post-results have finished.

Reporting to an awarding body

- The School will report any deviations from these instructions to the relevant awarding body using JCQ Form M2.
- The School will report any concerns surrounding a potential breach of security to the awarding body immediately.