

**CONFIDENTIALITY OF EXAMINATION MATERIALS**

1. All material relating to School of Medicine assessments is '*highly confidential*'<sup>1</sup>. Staff working with these materials are responsible for their safe-keeping, handling and distribution. Staff members must not disclose any confidential information to any other individual not involved with the assessment process. Information should not be shared with any staff member who may have a conflict of interest with any student on the programme.

**Conflict of Interests**

2. In line with the university [policy on conflict of interest](#) staff members should notify the Head of School if they have any relationship with current or future students which may compromise our assessment process. In order to protect the integrity of both staff and student and safeguard against any allegation of misconduct of either party, staff members will not be considered for participation in the assessment cycle for that particular year group.

**Information Security**

3. It is essential that the University works to keep the information for which it is responsible safe and secure. All new employees of the University are required to undertake and complete the [Information Security Essentials training](#). This will typically take 45 - 60 minutes to complete.

**PROTOCOLS - DISTRIBUTION & STORAGE OF ELECTRONIC DATA**

4. All assessment materials will be shared and stored on a restricted access area of medInternal. A common area will be available for collaborative work. Entitled individuals will also be set up with a personal folder in which only they (and the Assessment team) have access. St Andrew's login credentials will be required for accessing both areas. Note that Internet explorer must be used to upload/ save documents to medInternal

5. The common area on medInternal will be used to distribute information to a group. Any assessment work (ie new/ edited questions) should however be saved to an individual's personal staff folder.

6. Staff who need to store any confidential file on a personal drive, must ensure that it is password protected (instructions below). Please ensure that the computer account is secure and report the loss of any laptop/device containing examination material to the Assessment team immediately.

7. If possible, avoid storing examination material on portable devices e.g. USB sticks. If this is required the device must be encrypted and all files password protected. Devices must be kept in a secure, locked location, and delete any examination material as soon as storage on the device is not required. Loss of any device containing examination material must be reported to the Assessment Team immediately.

**PROTOCOLS - DISTRIBUTION & STORAGE OF HARD COPIES**

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<sup>1</sup> In this context 'highly confidential' materials are those where loss or compromise would have a substantial effect on the operation of the school; in this case loss of exam bank material, compromise of exams and knock on effect of awarding degrees.

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8. Staff are encouraged to keep the printing of assessment documents to a minimum but if printing is required, or a printed copy was provided, hard copies should be stored in a secure, locked location. Printed copies should be disposed of as confidential waste. The Assessment team has facilities in Room 310 for secure disposal of confidential waste for those who do not have access to confidential waste disposal. Please ensure the safe-keeping of any hard copies and ensure that they are not left unattended at any time.

9. Examinations scripts (ie marking SWAs) must also be locked away in a secure location and not left unattended.

### PROTOCOLS - EMAIL SECURITY

10. Emailing assessment material should be avoided, the shared storage area should be used instead. Assessment material that must be emailed must be password protected. The password must follow in a blank email (ie never email password and password protected documents in same email, follow up email should have a different email title).

11. If confidential documents are attached to an email do not forward the email to anyone (including any member of staff on the distribution list). If a member of staff requests access to this document, please refer them to the Assessment team.

12. Assessment documents should be deleted from email accounts as soon as possible, and also emptied from the 'deleted' folder.

13. Documents can be password protected by selecting "General Options" in the "Tools" menu. (MAC users: Select "Save As" and then "Options" to add/amend password).

14. Acknowledgement Form. A template is at Appendix 1.

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<b>Consultees:</b>			
<b>Location/s (Med Handbook):</b>			
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<b>Access Level: (Public/University/School Staff)</b>			
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#### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/17	Published version	
1 Oct 2018	Revision	
7/12/18	Minor revision	
23 Aug 2019	Update links	
21/09/2023	Update links	

### Procedures:

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- a. Exam Questions<sup>2</sup> should not be discussed with, or in earshot of, students.
- b. Exam papers must not be left in any location where they might be compromised by being viewed by a non-entitled<sup>3</sup> member of staff.
- c. The content of papers should not be discussed with students, hinted at or otherwise alluded to by staff.
- d. All exam questions and papers must be locked away when not in use.
- e. All PCs handling exam questions must be password protected.
- f. Exam material should not be stored on un-encrypted data sticks or CDs, such devices should be treated the same way as actual papers.
- g. All drafts should be shredded.
- h. Exam marks<sup>4</sup> should be treated in the same manner as questions until such time as they have been released to students.
- i. Papers and questions must not be stored on desktops or saved to 'my documents', they should be stored on specific medinternal folders.
- j. Exam data should not be emailed round as it ends up on the temp folder of all staff receiving the email.

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<sup>2</sup> All draft, outline or complete exam questions, whether compiled into a paper or not.

<sup>3</sup> An entitled person is a member of staff or casual member of staff who is entitled to work with a specific question, paper or exam. Entitlement is bestowed by the academic setting the exam or by the School Assessment Officer

<sup>4</sup> All raw or processed scores