

PROCEDURE

Procedure Title

Assessment Security and Record Keeping Diplomas Procedure

Parent Policy

Assessment Policy

Preamble

All assessments and marking guides (internal assessments and examinations), will be kept secure until their release is authorised by either the Team Leader/ Academic Manager (internal assessments) or the Manager, Education Administration (examinations).

Procedure

Ref	Steps	Responsibility
1.	<p>Preparing Examinations and Other Assessment Tasks</p> <p>Ensure the following:</p> <ul style="list-style-type: none"> • Documents are kept, whether in hard copy or in electronic form, secure at all times. • All electronic documents are stored securely with restricted access to authorised staff members. Copies are not held on portable storage devices. • All passwords are kept secure. • Care is taken to prevent casual observation of computer screens, print jobs or passwords by unauthorised persons. <p>All unwanted printed drafts and copies are disposed of using the Monash College confidential waste service.</p>	<p>Manager, Education Administration/ Team Leaders/ Academic Manager</p>
2.	<p>Security of Student Assessments</p> <p>Care must be taken to ensure that examination (exam) responses and internal assessments are kept securely at all times. The Assessment Moderation: Receiving and Distributing Papers Work Instruction includes processes for securely managing the collection and distribution of exam papers.</p>	<p>Team Leaders/ Academic Manager/ Systems Support Officer</p>

Ref	Steps	Responsibility
	<p>Exam responses and uncollected internal assessments will be retained for 12 months after the final result of the unit is published.</p> <p>Processes are in place for keeping exam papers secure whilst being marked. Unless authorised by the Deputy Director, exams are to be marked <u>onsite only</u> including when they are marked on weekends; they should never be removed from site.</p> <p>Exams are stored in a secure area when not being marked.</p>	<p>Business Operations Officer</p> <p>Teachers</p>
3.	<p>Record Keeping</p> <p>Student attendance at class tests and examinations is recorded.</p> <p>Records of student assessment submission is kept either electronically (online submissions) or in hard copy (assessment coversheets).</p>	<p>Student Administration</p> <p>Unit Leaders/ Subject Leaders/ Subject Coordinator</p>
4.	<p>Security and Storage of Results</p> <p>Records of all individual assessment marks for each unit are stored securely for at least 12 months after the final result of the unit is determined, or as long as required for another purpose such as disciplinary or grievance proceedings.</p> <p>Exam papers and uncollected student assessment tasks will be destroyed using the Monash College confidential waste service or the relevant electronic file securely deleted.</p> <p>Suspected breaches of security will be reported to the Director, Diplomas.</p>	<p>Manager, Education Administration</p> <p>Business Operations Officer/ Teachers</p> <p>All Staff</p>

Legislation and Standards	
Reference Policies and Supporting Documentation	<p>Assessment Policy</p> <p>Assessment Moderation: Receiving and Distributing Papers</p> <p>Work Instruction</p> <p>Examinations Diplomas Procedure</p>
Responsibility for Implementation	<p>Director, Diplomas</p> <p>Deputy Director, Diplomas</p> <p>Associate Directors, Diplomas</p> <p>Team Leaders/ Academic Manager, Diplomas</p> <p>Manager, Education Administration</p> <p>Manager, Student Administration</p> <p>Business Operations Officer</p>
Status	New
Key Stakeholders	<p>Director, Diplomas</p> <p>Deputy Director, Diplomas</p> <p>Associate Directors, Diplomas</p> <p>Manager, Education Administration</p> <p>Student Administration</p> <p>Team Leaders/ Academic Manager, Diplomas</p> <p>Unit Leaders/ Subject Leaders/ Subject Coordinator</p> <p>Systems Support Officer</p> <p>Teachers</p>
Approval Body	<p>Director, Diplomas</p> <p>Director, Governance</p>
Date Effective	1/10/2018

Next Review Date	1/10/2021
Owner Job Title	Director, Diplomas Diplomas
Procedure Author	Education Process Improvement Analyst

Change History

Version number	Approval date	Approved by	Brief outline of changes
1.0	17/08/2018	Director, Diplomas Director, Governance	Document created
1.1	04/06/2019	Governance	Hyperlinks removed; role titles updated.