

Policy

Subject: **Ownership, Confidentiality and Security of Examination Materials**
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In the course of preparing materials for College examinations Fellows, and occasionally non-Fellows of the College, are asked to contribute questions, marking guides, slides, specimens and other materials for use in the written, multiple choice, practical and oral examinations. At many stages of the process, Fellows have access to these materials.

In order to maintain the integrity of the examination process, this Policy applies to the following materials:

- Minutes of exam planning meetings conducted face-to-face, by teleconference or any other medium
- Exam-related communications following exam planning meetings
- Exam questions – from draft to final version
- Model answers – from draft to final version
- Final exam papers
- Digitised examination images
- Candidates' scripts, hard copy or electronic
- Records of candidates' results in hard copy or electronic form
- Catalogues of exam questions
- Exam analysis reports

General considerations

1. Examination questions of any format become the property of the College once submitted for examination purposes.
2. Fellows examining also for other Colleges may use such questions, with discretion, in those College examinations.
3. Examiners are expected to maintain strict confidentiality of all examination papers and materials and may not discuss the marking of those examinations with others not involved in the process.

Related Documentation

Guideline 4/2015 Security on the Production and Handling of Examination Materials

Guideline 4/2002 Invigilators – Examination Procedure

Guideline 3/2015 Quality Framework for RCPA Examinations – Written, Practical and Oral