

# Confidentiality of Assessment Policy and Procedure

**NOVEMBER 2023**

## **Introduction**

Qualifi anticipates that a number of our qualifications and units will be assessed under controlled conditions, where we must keep the content of the assessment materials or information about the assessment confidential. This is to ensure that the evidence generated by each Learner is authentic and reflects an accurate measure of attainment for each Learner. In this way, all Learners, Centres, employers and other stakeholders can have confidence in the credibility of our qualifications and units.

This document sets out the arrangements we put in place to maintain confidentiality. We will investigate any suspected or alleged breach of confidentiality under our Malpractice and Maladministration Policy and Procedure.

## **Scope**

This document applies to all our regulated qualifications and units as well as non-regulated qualifications which are assessed using confidential assessments.

## **Control Arrangements**

We will put arrangements in place to control confidential assessments at all stages of the assessment process as follows:

- 1 setting assessments,
- 2 distributing and receiving assessments,
- 3 sitting assessments,
- 4 marking assessments.

## **Setting Assessments**

We may set assessments, will permit Centres to set assessments in line with our requirements, but in either case we will:

- restrict the number of people who have access to assessment materials and assessment information to the maximum number required to set fit for purpose assessments,
- ensure that the people who have access understand the need for confidentiality and make a commitment to maintaining confidentiality.

All assessment questions will be available to centres via a secure online portal.

As part of the assessment setting stage we will also consider how many comparable assessments we should set to reduce the risk of Learners, or Centres, being able to predict the assessment

that Learners will sit. We will put in place a schedule to release and replace assessments, depending on the predicted number of Learners, likely number of re-sits and the length of time we would wish any assessment to be available Distributing and Receiving Assessments.

### **Distributing and Receiving Assessments**

Qualifi will distribute all assessments via a secure online portal. Centres will be required to restrict access to the assessments to staff who have a legitimate need to access them. For paper-based assessments, Centres will nominate a suitably senior officer to receive the assessments by post, store them securely and confirm receipt with us, for example the exams officer. Centres will be required to collect all completed paper-based assessments after the assessment session, store them securely and return them to us by secure means within a specified timescale, along with any unused assessments.

### **Sitting Assessments**

We will require Centres to clearly and uniquely identify each Learner prior to sitting an assessment by checking a range of documents to confirm name, address and date of birth in line with our Identity Checks: Guidance for Centres document. We will also require Centres to invigilate assessment sessions in line with our Invigilator Checklist and Report and report any anomalies to us.

### **Marking Assessments**

We may mark assessments or we may permit Centres to mark assessments in line with our requirements, but in either case we will:

- restrict the number of Assessors to the minimum number needed to mark assessments accurately in line with our service standards,
- ensure that Assessors understand the need for confidentiality and make a commitment to maintaining confidentiality.

Assessors will be required to report anomalies to us which suggest a breach of confidentiality, such as evidence of collusion between Learners. We will deal with such cases through our Malpractice Policy and Procedure.

Levels of control may vary, depending on the specific requirements of each qualification and unit, but the level of control will be set to ensure authenticity whilst considering accessibility for Learners and manageability of the assessment for Centres. The responsibilities of Centres, and Learners, will be set out in the Assessment Requirements section of the Qualification Guide.

### **Review**

We will review this policy and procedure every three years or more frequently if required, for

example in response to User feedback, changes in practice, requirements of the Qualifications Regulators or other external agencies or changes in legislation.

## Invigilator Checklist

1	Check suitability of room e.g. table layout, temperature and lighting	
2	Ask candidates to leave their belongings at the back of the room	
3	Make sure there is a working clock set to the correct time in the room (visible to all candidates)	
4	Make sure you have a mobile phone. (Arrangements are in place to ring the centre contact person if a student needs the toilet – a member of the centre will come to escort them)	
5	Check that candidates have the correct paper	
6	Check that candidates do not have any prohibited materials or devices	
7	Ask candidates to display their student card (or any form of ID) on their table in front of them	
8	Make sure you read the suggested script provided in the invigilator instructions	
9	Write the examination start and finish times on a display board (the length of time for the examination will be stated on the written paper. Please note that this length of time INCLUDES the listening section of the examination).	
10	When the exam is underway (after the listening section is finished and candidates have started the written section), check students off on the Assessment Cover Sheet. Check their names on their student cards and make any spelling corrections to the Assessment Cover Sheet. Complete the Assessment Cover Sheet	

11	Throughout the period of the examination, regularly but unobtrusively walk the room in order to check for any activity that breaches the examination rules (cheating) and to ensure students are well.	
12	Be vigilant at all times in regard to identifying any aspects of malpractice, breaches of security	

