

Assessment & Examination Secrecy Policy

The integrity and confidentiality of Examination Papers is the prime responsibility of all stakeholders. The danger of Exam paper leakage is a hanging sword which keeps hounding the entire process until the question paper reaches the students. APSACS, in this regard, has expended a lot to ensure the safety and secrecy of the question papers and its delivery. Password protected and watermarked Term Exam CDs are dispatched from the Secretariat to Regional Directors a week prior to Term Exams. Expertly prepared questions are encrypted only to print on time of exam with limited access to authorized personnel to ensure security. The watermarked question papers now contain exam center code in order to trace the leakage if it occurs after printing.

Following steps to be taken by the school administration to ensure secrecy at their end:

1. Examination Cell

Examination Cell is one of the most important organs of the Examination System. The role of Examination Cell is to ensure fair and secure conduct of examination.

Exam Cell Working

- Exam Cell / Room must be set up at a suitable location which can be easily monitored by the Principal.
- Personnel involved in any capacity in photocopying, stapling, packing and handling of examination papers will go through a physical search before entering and leaving the exam cell / room or premises.
- No unauthorized person is allowed to visit the Exam Cell.
- Examination Cell must not be left unattended/unlocked.
- All gadgets which can store or reproduce data like mobile phones, tablets, CDs, USBs etc. are to be deposited outside the exam cell.
- Extra photocopies, rough papers or scanned material should not be left unattended. Extra material should be taken into the custody by the Principal and burnt/discarded immediately.
- Sharing / uploading of papers with other is strictly prohibited at any / every stage (prior to / after conduct of exams)

2. Examination Cell Committee

Examination Cell Committee includes the following authorized persons:

- Principal
- Section Head (Junior, Middle and Senior)
- Dedicated Examination In-charge

- Dedicated Clerk
- A person for stapling / arranging / packing / sealing of Examination packets
(* Number of persons varies according to the needs of the school)

Role of Examination Committee

Each committee member:

- should be honest and reliable with strong integrity and credibility, capable of carrying out confidential tasks with great care.
- should not be running any tuition Centre / academy or giving home tuitions
- should be vigilant and must have effective control and efficient supervision of the committee members.
- to remain present in the Exam Cell during stapling, sealing and reproduction.
- No material to be taken along for onward sharing with other staff / regions.

3. Additional Roles & Responsibilities

I Role of Regional Director

The RD has to:

- ensure that all schools have an Exam Cell.
- ensure that no change to be done/made in the Centralized Date Sheet and exam papers. In case of any issue regarding the content of the Exam Papers, Sectt must be informed.
- receive the CD and hand it over directly to the Principal
- send the CD to far flung areas, if required, through proper channel i.e. Signals Dispatch Service (SDS)
- maintain the record and follow up of CD handed over to the Principal (directly / through SDS mail)
- passwords should be handed over to respective Principals directly. They should be kept confidential.
- resolve the issues i.e. CD does not work / broken CD / password doesn't match etc. by sending a copy of her/ his CD to the respective school
- receive back the broken/defected CD with covering letter from the Principal
- convey / communicate the unresolved problem to A&E Deptt
- plan surprise visits during printing, sealing of Examination papers etc. & conduct of Examination
- maintain good communication with the Principal for smooth conduct of Examination

I Role of Principal:

Principal must:

- ensure secrecy at every step (Right from receiving of CD from RD Office till the sealing of tests/examination papers in school) under his/her supervision.
- assign the duties to all committee members and get their signatures
- decide the time for the reproduction and must ensure strict implementation of secrecy
- ensure that record of first copy of exam papers (taken from the CD) not to be left in the computer system / photocopying machine, in order to avoid leakage
- return the broken / defected CD to RD
- ensure that the content of CD is not shared with other regions prior to / after the conduct of exams

I Role of Section Head:

Junior, Middle and Senior Section Heads to:

- ensure the secure printing of the Term papers, tests and assessment worksheets (if any) of their respective sections.
- ensure all the regulations and instructions relating to the confidentiality and security of examination materials that will be sent in advance of exams/assessments (including those materials that may need to be accessed electronically) are understood and followed.

I Role of Clerk:

- In case of far-flung areas, a dedicated clerk must be made responsible for receiving Examination CD and maintaining its record.

Note:

- *Strict action must be taken against a person caught in any illegal / unfair activity at any stage / level*
- *Awareness amongst students must be raised through Values Education and Assembly Presentations to help them refrain from involving in any illegal / unfair activity related to the Examination.*
- *Exam policy must be reinforced with the whole staff before Term Examination. Awareness / consequences of illegal activities, amongst staff members, must be targeted through General Staff Meetings*
- ***In case of any issues regarding the content of the exam papers, RD must be informed to do the needful keeping in loop the Assessment and Examination department of the Sectt.***