ASSESSMENT SECURITY AND CONFIDENTIALITY POLICY

Policy Status: Assessment Integrity and Risk Management Policy
Applies to: All I-PATH assessments, examinations and awards (regulated and unregulated)
Audience: Staff, examiners, Teacher Members, centres, contractors and third parties
Policy Owner: Head Office
Governance Oversight: Examinations & Standards Committee (ESC) and Grand Council
Review Cycle: Annual or following a security incident
Last Reviewed: 15th February 2026

1. Purpose of the Policy

This policy sets out how I-PATH ensures the security, confidentiality and integrity of assessments throughout the entire assessment lifecycle, from preparation and delivery through to marking, results and record retention.

Effective assessment security is essential to:

- protect learners from unfair advantage or disadvantage
- maintain consistent standards
- safeguard confidential information
- preserve public confidence
- support awarding organisation and regulatory compliance

2. Scope

This policy applies to all assessment-related activity, including:

- graded examinations
- vocational graded examinations
- achievement awards
- graded achievement awards
- guided graded examinations
- face-to-face, live video and recorded video exams
- written projects, portfolios and podcasts
- assessment records, reports and results

It applies to regulated and unregulated provision.

3. Core Principles

Assessment security and confidentiality are underpinned by the following principles:

- Learner protection first

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- Integrity of assessment outcomes
- Confidential handling of materials and information
- Proportionate controls based on risk
- Clear accountability and auditability
- Prompt reporting and escalation of breaches

4. Roles and Responsibilities

4.1 I-PATH Head Office

Responsible for:

- maintaining secure assessment systems and processes
- approving assessment delivery models
- allocating examiners
- overseeing quality assurance and moderation
- managing incidents and escalation
- maintaining secure records

4.2 Examiners

Responsible for:

- maintaining confidentiality of assessment materials and candidate information
- conducting assessments independently and securely
- ensuring authenticity of candidate work
- handling recordings and documents securely
- reporting any security or integrity concerns immediately

4.3 Teacher Members and Centres

Responsible for:

- maintaining secure and appropriate exam environments
- ensuring candidates understand exam conditions
- preventing unauthorised access, assistance or interference
- safeguarding recordings and candidate evidence prior to submission
- cooperating with monitoring, investigations and audits

5. Assessment Materials and Information Security

5.1 Confidential Materials

The following are treated as confidential:

- assessment criteria and marking guidance (where not publicly published)
- candidate performance data and results

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- examiner reports
- recordings of assessments
- internal quality assurance documentation

Access is restricted to authorised individuals only.

5.2 Storage and Transmission

Assessment materials and evidence must be:

- stored securely (password-protected systems, controlled access)
- transmitted using approved, secure methods
- not shared via personal email, messaging apps or unauthorised platforms

6. Exam Delivery Security

6.1 Face-to-Face Exams

Centres must:

- provide a suitable, controlled environment
- prevent unauthorised persons entering the exam space
- ensure candidate identity is verified
- ensure exam conditions are maintained throughout

6.2 Live Video Exams (LVE)

For live video exams:

- candidate identity must be verified at the start
- a full 360-degree pan of the exam space must be completed
- only authorised individuals may be present
- communication must be observable and auditable

6.3 Recorded Video Exams (RVE)

For recorded video exams:

- recordings must be continuous and unedited
- no AI enhancement, manipulation or deep-fake technology is permitted
- recordings must represent a single, authentic performance
- unsupervised recordings are not permitted where supervision is required

Any breach is investigated under the Malpractice Policy.

7. Authenticity of Learner Work

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I-PATH requires assurance that all assessed work is the learner's own.

- AI tools must not be used where they compromise authenticity
- where creative tools are permitted, their use must be transparent and proportionate
- plagiarism, impersonation or misrepresentation constitute malpractice

8. Examiner Marking and Results Security

- examiners must mark independently and objectively
- marks must be recorded accurately and submitted via approved channels
- results must not be shared informally or prematurely
- Head Office controls results processing and release

9. Data Protection and Confidentiality

All assessment information is personal data and must be handled in accordance with:

- data protection legislation
- I-PATH Data Protection and Privacy policies

Confidentiality obligations continue beyond the end of an assessment or engagement.

10. Breaches of Security or Confidentiality

10.1 Reporting Breaches

Any suspected or actual breach must be:

- reported immediately to Head Office
- documented in writing
- supported by evidence where available

10.2 Managing Breaches

Breaches are managed under:

- Adverse Effects, Incident Reporting and Regulatory Escalation Policy
- Malpractice and Maladministration Policy
- Safeguarding Policy (where applicable)

Protective and corrective action is taken without delay.

11. Escalation and Regulatory Engagement

Where a breach:

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- could disadvantage learners
- compromises assessment integrity
- poses regulatory or reputational risk

I-PATH will:

- escalate to the ESC
- engage the awarding organisation promptly
- cooperate fully with any external investigation

Internal action must not compromise external processes.

12. Records and Audit

I-PATH maintains secure records of:

- assessment materials and evidence
- examiner reports and results
- incident reports and decisions

Records are:

- factual
- access-restricted
- securely retained
- auditable

13. Training and Awareness

I-PATH ensures that:

- examiners receive guidance on assessment security
- staff understand confidentiality obligations
- centres are informed of their responsibilities

Failure to comply may result in sanctions or withdrawal of approval.

14. Relationship to Other Policies

This policy must be read alongside:

- Assessment Policy
- Quality Assurance Policy
- Online Examinations Policy
- Malpractice and Maladministration Policy
- Data Protection Policy

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- Safeguarding Policy
- Adverse Effects and Incident Reporting Policy

15. Policy Review

This policy will be reviewed:

- annually
- following any security breach
- following regulatory or operational change

Final Statement

Assessment security and confidentiality are fundamental to trust in qualifications.

This policy ensures that I-PATH assessments are delivered and managed with rigour, care and accountability, protecting learners, standards and public confidence.

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