

Documented Security Procedures

Candidate Identity

Registering for the Exam

- all persons involved in the administration and/or execution of the examination must sign a confidentiality agreement in which they undertake not to divulge information concerning info of the examination to any unauthorised person
- at time of registration candidate identifies themselves with the following data
 - name
 - address
 - State Photo ID document number
 - date and place of birth
 - Mother's maiden name
- Candidate's date is stored centrally. Access is only obtained by the exam delivery staff.
- The system logs each time the database is accessed by user.
- Unique barcodes are generated by the central database for each candidate. The barcodes are printed on stickers. There is a sufficient number of stickers for each subtest (of the exam). The barcode make no reference to the candidate's name.

At the Exam

- The candidate must identify themselves to the Exam invigilator using the State Photo Identity Document referred to at the time of registration.
- The exam invigilator gives each candidate their unique barcode stickers. The candidate must attach a single barcode sticker to their answer sheets. This is the only identification on their answer sheets.

- During each part of the exam, the candidate must place on the desk their State Photo Identity Document and their unused barcodes. The Exam invigilator may check the identity documents at any time during any part of the exam.
- Candidate must follow the Examination rules. Failure to follow the examination rules or the instructions of the invigilator will result in the termination of the exam for the candidate involved.
- At the end of the exam, no candidate may leave the examination room until all the answers sheets and question sheets have been collected.
- The invigilator places the completed examination sheets in a marked envelope and transfers them to the central administration of the exam.

Security of Test Material

- All test developers sign a confidentiality agreement not to divulge the contents of their written tasks.
- Euroexam contracts with external and internal test developers to produce test material. The contract also transfers full copyright to Euroexam, thereby Euroexam is the full copyright owner for all test materials and information concerning the content of the tests
- All tasks and other test items are stored electronically on a secure server, access to which is limited to exam development staff and management.
- Tasks undergo the Euroexam development procedure in a secure setting. All staff involved in developing exams sign confidentiality agreements.
- Final approved exams are stored on a secure server with access limited only to production staff and management.

Security of Exam Material

- Exam materials are shipped to and from the local centres by secure shipping companies.
- Representatives of the Local Examination Centre are able to collect the exam material one hour prior to the beginning of the exam.
- It's the responsibility of the Local Examination Invigilators at the centres to ensure the security and confidentiality of examination material from the time of

receipt until the time of sending them back to Euroexam Centre.

- All exam material, answer sheets and related documentation are the property of Euroexam Limited and cannot be divulged to candidates or to any third party. Following the exam, tasks sheets, CDs or any other task material must be destroyed by the local centre. Answers sheets and related material must be sent back to Euroexam Centre.
- The mark sheets and candidate answer sheets are stored securely at Euroexam Centre for a period of 1 year starting from the date of issue of certificates. The candidates' results are kept for 10 years.

Security of Marking/Evaluating

- Since markers and examiners can only see a barcode on mark sheets and answer sheets there is no way for them to identify the candidates
- The Speaking test is recorded and the recording is sent to the Euroexam Centre for assessment.
- The Speaking Test Interlocutor administers the Speaking Test. All marking is done at the Examination Centre based on the recording of the oral examination.
- The Local Examination Invigilator and the Speaking Test Interlocutor must not divulge to the candidate, nor to any other unauthorised person, any information on candidate performance. The Examination Centre issues the official results.
- Prior to the examination, the Speaking Test Interlocutor is required to consult the list of candidates which he/she is about to examine and to certify that no candidate has either been taught by him/her, or is personally known to him/her. The Local Examination Invigilator must re-allocate to other examiners any such candidates.