

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

1. Document Statement

At Shorcontrol Safety we require that all assessment activities are conducted to a high standard and that the assessment procedures are applied fairly, transparently, and consistently to all learners. Effective assessment processes and systems are essential in upholding the integrity of our awards system. Assessment materials shall be stored, accessed, handled, and transported in a way that always protects their confidentiality. This applies to the receipt/issue of assessment materials to the point of their return to the training administration team at Shorcontrol Safety.

Our awarding organisations also require us to ensure the security and integrity of assessments. Any breaches in this assessment security and integrity policy and procedures may result in maladministration, malpractice and represent a major quality assurance non-compliance. This may have adverse implications for Shorcontrol Safety as an education provider as well as significant consequences for the learners.

Shorcontrol Safety's strategy to implement this policy includes awareness training for all tutors, assessors, relevant managers, and employees involved directly and/or indirectly in delivering education and training programmes assessment activities. Further appropriate actions regarding the successful implementation of this policy will be identified and implemented as required, on a continuous basis.

2. Purpose

The purpose of this policy is to clearly identify how Shorcontrol Safety ensure that in carrying out its various assessment activities, will have due regard in maintaining the security and integrity of all assessment materials, while complying with the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (Ireland).

3. Scope

This policy applies to all courses provided by Shorcontrol Safety, to tutors, assessors, relevant managers, IQA, EQA and employees involved directly and/or indirectly in assessment activities, whether on-site, off-site or online/remote. It supplements requirements issued by awarding organisations (City & Guilds, QQI, PHECC, SOLAS, IOSH, NEBOSH, IPAF, etc.).

4. Definitions

Term	Definition
QQI; Quality and Qualifications Ireland	A national awarding body for further education and training that develops and accredits training courses.
City & Guilds	An educational organisation which develops and accredits training courses.
Solas	An ROI state agency which develops and accredits training courses.
PHECC; Pre-Hospital Emergency Care Council	An independent statutory agency with responsibility for developing and monitoring standards for education and training of pre-hospital care courses.
IOSH.	A global organisation composing of health and safety professionals which develop and accredit training courses.

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

Institution of Occupational Safety & Health	
NEBOSH. National Examination Board in Occupational Safety & Health	A UK based independent examination board which designs, develops, and provides qualifications, training opportunities and learner engagement in occupational health, safety, environmental, well-being, risk and related subjects.
IPAF	International Powered Access Federation oversees the safety aspect of working at a height using any powered lifting equipment, such as scissor and boom lifting aids.
Remote Assessment	Where an assessor is examining a learner, or reviewing a supervised recording of them, from a different location to that of the learner. Remote assessments do not cover the independent completion of tasks or generation of evidence by a learner, without the direct observation by an assessor.
Integrity	The overall processes and controls governing the conduct of assessments are sufficiently robust to minimise the risk of conscious or unconscious transgression of assessment practice and security.
Malpractice	Any act, default or practice which is a breach of the regulations that give rise to prejudice to learners, that compromises public confidence or qualifications, that compromises, attempts to or may compromise the assessment process, the integrity of any qualifications or the validity of a result/ certificate, damages the authority, reputation or credibility of any awarding organisation or centre or any officer, employee or agent of any awarding organisation or centre.
Maladministration	Any activity, practice or omission which results in centre or learner non-compliance with administrative regulations and requirements.
Walled Garden	City & Guilds secure online administration system.
JotForm	Shorcontrol Safety's secure online administration system.

5. General Policy Requirements

Shorcontrol Safety Ltd. adheres to rigorous procedures to safeguard the security, confidentiality, fairness, and accuracy of all assessments in line with awarding-body standards (PHECC, QQI, IOSH, NEBOSH, SOLAS, IPAF, City & Guilds). This is not exhaustive and may evolve with legislative, GDPR, or awarding-body updates.

5.1 Assessment Material Administration

All assessments (internally marked and awarding-body assessments) are administered to ensure:

- (i) Secure and compliant handling including GDPR adherence.

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

- (ii) Fair treatment so no learner is advantaged or disadvantaged.
- (iii) Readiness for external quality audits and monitoring.

All staff involved must understand administration procedures, permitted assessor support, and required documentation and equipment.

5.2 Access, Authorisation, Storage & Transport of Assessment Materials (*hardcopies*)

To ensure the security, confidentiality, and integrity of all paper-based assessment materials, Shorcontrol Safety implements the following procedures for managing uncomplete, complete, transported, and archived physical assessments.

All confidential hardcopy assessment materials must be tracked, securely stored, and logged at every stage of handling.

5.2.1 Pre-assessment: Secure Management of Uncompleted Materials

- Receipt and issue logs must be maintained, detailing:
 - Assessor/tutor name
 - Date and time of issue and return
 - Number of packages issued
- Materials are only released to authorised personnel, approved by the Head of Training & Development, no more than one working day prior to scheduled use.
- All packs must be:
 - Signed out upon release and signed in upon return,
 - Visually inspected for tampering, damage, or breaches prior to opening.
- Materials are stored securely at Shorcontrol Safety’s registered premises, with access restricted to 2–4 keyholders assigned by the Head of Training & Development.

5.2.2 Offsite Assessment Materials

- When assessments are conducted at external venues, the following procedures apply:
- Confidential materials remain in a secure location offsite until one business day before use.
- Approved transport methods:
 - Registered post (tracked and signed)
 - Secure courier services
 - Authorised personnel carrying sealed and secured packs

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

- Assessment packs must remain sealed until opened in front of learners, immediately before the assessment begins.
- Key components such as marking schemes must be sent separately and never packaged with question papers.
- Any evidence of damage or tampering must be reported immediately to the Head of Training & Development, who retains full accountability for offsite security.

5.2.3 *Post-Assessment: Handling of Completed Materials*

- Completed assessments are strictly confidential:
 - No copies, scans, or external reviews may occur prior to official marking.
- Marked materials must be returned to Shorcontrol Safety's administrative team in sealed packaging within ten working days of the assessment date.
- Final results are submitted to the awarding organisation via their official online portal.
- Post-marking, all materials are stored in a secure location in accordance with:
 - GDPR and internal data protection protocols
 - The specific retention requirements of each awarding organisation (see 5.2.4).
- Access to completed assessment materials is limited to internal teams directly involved in qualification delivery or quality assurance.
- Use of assessment content for any non-training or non-compliance purpose requires prior written approval from company management.

5.2.4 *Archiving & Retention Period (Hardcopies)*

Awarding Organisation	Live Storage	Archived Retention
QQI	3 years	7 years
City & Guilds	3 years	7 years
PHECC	2 years	7 years
SOLAS	3 years	7 years
IOSH	3 years	7 years
NEBOSH	3 years	7 years
IPAF	As required	As required
Shorcontrol Safety (Internal)	3 years	7 years

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

Note: Live storage refers to the period materials remain accessible for rechecking or appeals; Archived storage refers to sealed, secure storage.

5.2.5 Secure Storage Specifications for Uncompleted & Completed Hardcopy Materials

Cabinet-Level Requirements	Details
Cabinet Type	Strong, non-portable metal cabinet or safe with locking bar
Fixing	Bolted to the wall or floor
Construction	Solid walls, ceiling, and floor
Locking Mechanism	Secure security lock (no cylinder locks); minimum two keys required
Access Control	2–4 authorised keyholders only
Door Requirements	Reinforced metal door or solid door with secure hinges
Security Enhancements	Interior-screwed metal sheeting; reinforced wall mount if not solid brick

Room-Level Requirements	Details
Location	Preferably an upper floor with no external windows
Usage	Dedicated for assessment material storage only
Physical Security	Locked door, alarm system, CCTV (where applicable)

5.3 Access, Authorisation & Storage of Assessment Materials (*digital copies*)

With the increased use of online and blended learning, Shorcontrol Safety Ltd. delivers certain assessments in digital format. This is done under strict security, access, and control procedures to protect the integrity and confidentiality of assessment materials, both before and after learner completion.

5.3.1 Secure Storage of Uncomplete and Complete Materials (*digital copies only*)

Security Requirement	Implementation/Compliance Measures
Access control (need-to-know basis)	Only authorised personnel involved in the administration or marking of assessments may access digital assessment materials.
Authentication & Authorisation	Unique user credentials, password protection, multi-factor authentication (MFA), and role-based permissions are required.
Automatic System Protections	Screens lock automatically after periods of inactivity. Antivirus, firewalls, and encryption tools are maintained across all systems.
Controlled Remote Access	All remote access is securely managed and requires encryption protocols (e.g., VPNs, MFA).

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

Physical Security Measures	Servers and computers storing assessment content are kept in locked offices with alarm systems and CCTV surveillance, accessible only to authorised personnel.
Data Disposal	Digital records are securely wiped using certified deletion software. Any paper printouts (if created) are shredded using cross-cut shredders in compliance with GDPR.

Note: All storage, access and processing of assessment materials are aligned with GDPR Articles 25 and 32 and the Data Protection Act 2018.

5.3.2 Secure Access and Digital Distribution

To maintain assessment confidentiality and integrity:

- Digital materials are stored and accessed only via Shorcontrol Safety’s internal secure systems or official awarding body portals.
- Distribution Restrictions:
 - Assessment materials must not be shared via unsecured channels (e.g., email, WhatsApp, social media).
 - Learners must not download, copy, screen-capture, print, or record assessments.
- Materials are released only to learners at the scheduled time and are restricted to read-only access, where applicable.

Approved Secure Systems by Awarding Body

Awarding Organisation	Secure Assessment Platform
Shorcontrol Safety (Internal)	Jotform
City & Guilds	Walled Garden
QQI	QBS Certification System
SOLAS	NCSD Portal
IOSH	IOSH Training Provider Portal
PHECC	Internal Management System Only
ROSPA	Internal Management System Only
IPAF	IPAF ePAL
LANTRA	Quartz Booking System

5.3.3 Assessment Preparation and Technical Checks

To ensure smooth digital assessment delivery:

- Version control is implemented for all assessment materials.

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

- Pre-assessment technical checks confirm:
 - Platform access and device compatibility,
 - Internet reliability,
 - Learner familiarity with the system.
- Materials are made available only at the scheduled time and in alignment with assessment regulations.

5.3.4 Remote Assessment Supervision

Where remote assessment is permitted, the following monitoring and verification measures may apply:

- Learner identity confirmation (photo ID, login credentials)
- Assessor live observation during the assessment
- Screen sharing or webcam monitoring
- Audio/video recordings (where permitted)
- Secure, timed platform-based assessments with restricted functions
- Use of AI-based proctoring tools in accordance with privacy regulations

Remote assessment is allowed only where:

- Learners meet minimum technical standards,
- The environment is conducive to integrity,
- Consent and agreement to remote conditions are documented.

5.3.5 Confidentiality and Use of Digital Assessment Materials

- All digital assessment content is confidential and restricted to live use.
- Materials may not be reused, adapted, or referenced outside of their scheduled delivery without prior written approval from Shorcontrol Safety Management.
- Any unauthorised access, modification, duplication, or distribution of assessment content is considered a serious breach of this policy and may result in disciplinary or legal action.

5.3.6 Learner Communication and Consent

Prior to the assessment:

- Learners are provided with clear Remote Assessment Terms & Conditions detailing:
 - Access procedures,
 - Expected conduct,

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

- System requirements,
- Data security expectations.
- Confirmation of understanding and agreement must be recorded before assessment begins.

5.4 Additional Information

- The head of training and development remains accountable for ensuring that all/any assessments taken onsite or at an alternative location/ online/ remotely, are done so in accordance with this policy.
- In the event that assessment maladministration or malpractice has been identified, Shorcontrol Safety shall investigate and deal with any form of such which may impact on the validity of the assessment.
- Investigating an allegation of malpractice shall be conducted in sufficient time that does not disadvantage the learner against whom an unproven allegation is made.
- See policies and procedures referenced in '*Section 8 Related Documents and Information*' for further details.

6. Responsibilities

Employee Title/Classification	Responsibility
Directors, Top Management & Senior Management	To ensure the necessary resources are available within the organisation for the implementation of this policy. To ensure the contents of this policy are implemented effectively. To investigate and act upon any breaches or violations which may arise or be reported in relation to this policy.
Employees/ Staff/ Instructors/ Sub-contractors	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to top/senior management for investigation and resolution.
Internal Quality Assessor (IQA)	To ensure the documentation including assessment materials, produced for and from courses, adhere to the QA processes as required by the relevant awarding organisations, auditing companies, internally and various NGO accreditations.
Learners/ Delegates	To adhere to the requirements set out in this policy. To report any breaches or violation of this policy to instructor/employees/staff for investigation and resolution.

7. Enforcement

Employee Title/Classification	Responsibility
General Manager	Has the discretion of determining the repercussion on the discovery of any member of staff, tutors, managers, visitors, or subcontractor's breach or violation of this policy.

	Document Title	Security & Integrity of Assessment Policy		
	Doc. Number	ADM-POL-002	Doc. Owner	Training Administration Manager
	Author	Angela Byrne	Revision	Rev. 05
	Reviewed by	Angela Byrne	Approved by	Louise Byrne
	Next Review Date	08/03/2025	Approved Date	08/03/2024

	Has the discretion of determining the repercussions on the discovery of a manager or assigned responsible personnel's failure to enforce or follow this policy or its procedures.
Managers and Heads of Departments	Has the discretion of determining the repercussions on the discovery of any subordinate or learner's breach or violation of this policy.
Internal Quality Assessor (IQA)	Has the discretion of determining the respective repercussions on the discovery of any tutor/assessor in breach or violation of this policy.

8. Related Information and Documents

Document ID	Title
ADM-POL-001	Malpractice and Maladministration Policy
GEN-POL-010	Data Protection and Privacy
TRA-POL-002	Fair and Consistent Assessment of Learners

9. Policy Review

This policy shall be reviewed when:

- There is a change of General Manager at Shorcontrol Safety.
- There is a change in any of the related policies or procedures found in section 8. '*Related Information & Documentation*' of this document.
- As prescribed in Shorcontrol Safety's policy and procedure review schedule.
- As determined or requested by the General Manager at Shorcontrol Safety.

Revision Date	Author with Title	Rev. Level	Description
07/02/2023	Angela Byrne QHSM	01	Initial release of policy.
14/02/2023	Louise Byrne ADM	02	'Awarding body' changed to 'Awarding organisation'. 5.2.2 Updated for posting of assessment packs (if applicable).
17/08/2023	Angela Byrne, QHSM	03	Update of Document codes in section 8.
08/03/2024	Angela Byrne, QHSM	03	Review – no change.
19/06/2024	Academic Committee	04	Full review. Minor changes to policy statement and grammatical changes.
08/07/2025	Angela Byrne QHSM	05	Change of owner to Admin manager.