

## **Security arrangements for Examination Materials**

We ensure that robust procedures are in place to avoid breaches of security and safeguard the integrity of the examination system. The question paper and results of exams are stored and secured in a safe cabinet closed with key. All the confidential information about our customers existing in our database is secured with a password and there is no access to our database from outside of our company. The password policy helps us better protect our institutional data from loss, protect the confidentiality of our data and protect the privacy of our students, employees, as well as reducing opportunities for cyber attacks on the computers and servers within our network.

### **Policy:**

- A. Individuals must have passwords on all accounts which are used to access data or services. Passwords are not required on accounts provided for services offered to the public.
- B. Individuals must change their initial account passwords. When the accounts are created, support will provide initial passwords to enter the accounts. Individuals must then log in and change their passwords to something that only they know.
- C. Individuals must not share their passwords with other staff
  - 1. Revealing a password for any account, including one's own personal account.
  - 2. Permitting the use of any account, including one's own personal account, in a way that allows unauthorized access to resources (e.g. logging in for someone else).
- D. Individuals must not post their passwords on or near the computer.
- E. Individuals should not write their passwords down.

Correspondence that concerns exams is sent with registered post.