Document Q6.4

Script Security Protocol

Last Review: October 2014

Next Review: October 2017
INTENT: to give guidance to the University of Law staff and external examiners on the requirements of the University to ensure the safety of assessment scripts.

OVERARCHING PROTOCOL STATEMENT: The University has a responsibility to students taking assessments to ensure that the marking process is completed as efficiently as possible, with results published in a timely fashion. Security of scripts and mark sheets is integral to this process.

PROCEDURE TO BE FOLLOWED:

3 At the end of an examination, scripts should be returned immediately to the Assessment Office. For the purpose of this protocol Assessment Office also includes any other designated secure office. In the case of coursework once all the scripts have been collected these too must be passed to the Assessment Office for safe keeping.

4 Assessment Offices must be lockable rooms and scripts must be stored securely pending collection for marking.

5 Marking may be completed either on site or away from the University of Law. If the marker wishes to mark the scripts other than on University of Law premises then during transit the scripts should not be left unattended.

6 Where possible, scripts should be stored in a locked filing cabinet or cupboard at the marker/external examiner's property. Where this is not possible scripts should be stored in a place where they will not be damaged.

7 Marking should be undertaken in an appropriate environment.

8 Any hard copy marksheet should, as far as possible, be stored separately from the scripts.

9 Marks should be recorded on the online marking system for the LL.B or the appropriate electronic marksheet during the marking process, and the incomplete mark sheets should be emailed regularly to the marker's University of Law own email account or stored on the University of Law network drive until the completed mark sheet can be sent to the Assessment Office. This means that the University of Law will have a record of the marks even if the scripts themselves are lost or damaged.

10 Scripts should be sent to external examiners by courier, special delivery or other traceable delivery service and they should be signed for at receipt.

11 External examiners should, where possible, follow 4 and 5 above.

12 Should scripts be mislaid or damaged, the University of Law will refer to the Lost Script Policy, see B6.1.2 Protocols for Assessment.
The responsibility for the arrangement of the requirements and the enforcement of this protocol rests with the Registry, the Head of Programmes (Centres) and the Head of Programmes (External).

Date for next review: October 2017

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