

SECURITY OF ASSESSMENT AND EXAMINATION POLICY

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SECURITY OF ASSESSMENT AND EXAMINATION POLICY		
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Summary/Description:

This policy sets out how All Nations Christian College protects the security and integrity of assessments, including both examinations and other forms of assessed work, across all programmes, including those validated by The Open University.

It explains how assessment materials and student work is handled from the point they are created through to marking, moderation, recording of marks and the confirmation of results.

The policy also describes who is responsible at each stage, what safeguards are in place to prevent loss, unauthorised access or improper changes, and what action will be taken if assessment security is compromised. It is intended to ensure that assessment processes are fair, consistent and reliable, and that students, staff and external partners can have confidence in the standards and outcomes of the College's awards.

2025-2026 v1

February 2026

Document was created in response to feedback received following The Open University Validation Partnerships (OUVP) Institutional Review requiring All Nations Christian College to further evidence the complete process by which the security and integrity of assessments, other than examinations, are assured throughout the assessment lifecycle, within a single document.

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ALL NATIONS CHRISTIAN COLLEGE

To cultivate biblically rooted, hope-filled and culturally relevant engagement with God's mission, by training and equipping disciples of Jesus Christ in partnership with the global church.

SECURITY OF ASSESSMENT AND EXAMINATION POLICY

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1 INTRODUCTION

1.1 This policy explains how All Nations Christian College protects the security and integrity of assessments and examinations. It applies to all forms of assessment including examinations and other assessed work across undergraduate, postgraduate and short courses, this includes programmes validated by The Open University.

1.2 This policy covers how assessment materials and student work are handled from their inception to the confirmation and release of results, including storage, submission, marking, moderation and the recording of marks.

1.3 It applies to all staff involved in assessment processes and to all students undertaking assessed work. This policy should be read in conjunction with documents listed within Section 14 Related Documents, which set out the wider framework for assessment, academic standards and student conduct, data protection and the use of College Systems.

2 LEGISLATIVE AND REGULATORY FRAMEWORK

2.1 This policy sets out the College's arrangements for the security and integrity of assessments and examinations and has been prepared with The Open University's regulations and requirements. It also reflects, where appropriate, the expectations of the Office for Students' Regulatory Framework and the UK Quality Code for Higher Education.

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- 2.2 The College is committed to following the JCQ (Joint Council for Qualifications)¹ mandatory regulations and instructions for schools and colleges in the UK, to ensure the secure, consistent, and fair administration of exams and assessments.

3 PRINCIPLES OF ASSESSMENT SECURITY AND INTEGRITY

3.1 All assessments at All Nations Christian College will be conducted in a way that protects their security and ensures confidence in the results. The College is responsible for making sure that assessment materials, alongside student work and marks are handled carefully and only by authorised individuals (including academic and non-academic staff) at each stage of the process.

3.2 Assessment processes will be fair and consistent for all students and will be carried out in line with the College's academic regulations and the requirements of The Open University. Systems used to manage assessments and marks will be secure and will allow for appropriate checks and moderation.

3.3 The College will maintain clear records of assessment activity so that outcomes can be verified, and where deemed appropriate, reviewed. Any concerns about the security or integrity of assessments will be taken seriously and dealt with in line with relevant College procedures.

4 DEFINITIONS

4.1 – **Assessment:** Any form of assessed work that contributes to a student's module or award outcome. This includes examinations, assignments, coursework, projects, presentations, portfolios, supervised practical ministry placements and ministry internships, reading logs and online assessments. The Undergraduate Programme uses examinations for elective language modules. Each language module has two

¹ <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

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levels of proficiency, with a written examination at the end of each level. There are no examination assessments for Postgraduate studies.

4.2 – Assessment Materials: Any documents or resources used for assessment, including examination papers, assignment briefs, marking criteria, model answers and moderation materials.

4.3 – Assessment Lifecycle: The full process through which an assessment passes, from setting and approval, through release, submission, marking, moderation and recording of marks, to the confirmation and release of results and archiving.

4.4 – Security of Assessment: The measures in place to protect assessment materials, student work and marks from loss, unauthorised access, disclosure or alteration at any stage of the assessment lifecycle.

4.5 – Integrity of Assessment: The assurance that assessment processes and outcomes are fair, accurate and reliable, and that marks and awards reflect students' own work and academic performance.

4.6 – Confidential Assessment Material: Any assessment material that will be restricted to authorised staff or students at a particular stage of the assessment process, including unseen examination papers and draft assessment tasks.

4.7 – Authorised staff: Members of staff who have been given permission, through their role, to access assessment materials, student work or marks for the purposes of setting, administering, marking, moderating or managing assessments.

4.8 – Gradebook: The College's system for recording, storing and managing student marks and assessment outcomes, whether held within the VLE or another approved system.

4.9 – Audit Trail: A record that shows when assessment materials or marks have been created, accessed or changed, and by whom, so that assessment decisions and changes can be checked and verified.

4.10 – Breach of Assessment Security: Any incident that compromises, or may compromise, the confidentiality, integrity or proper handling of assessment materials, student work or marks.

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5 ASSESSMENT LIFECYCLE AND SECURITY CONTROLS

5.1 The College will ensure that appropriate security measures are in place at each stage of the assessment lifecycle, from setting assessments through to the confirmation and release of results and the storage of records.

5.2 Assessment materials, including examination papers and assignment briefs, will be set, approved and handled only by authorised staff and always kept secure. Storage of assessment materials, whether in physical or electronic form, will prevent unauthorised access or disclosure.

5.3 The release of assessments and the receipt of student submissions will be controlled and managed through approved systems. Marking, moderation and the recording of marks will be carried out using secure processes, with access limited to staff with appropriate permission.

5.4 Results will only be confirmed and released after the appropriate Examination Board and, where applicable, The Open University ratification processes have been completed. Assessment records will be retained in line with the College's data protection and records management requirements. All awards recommended by ANCC Examination Boards are ratified by The Open University's Ratification Panel. This panel has the authority of the Open University Senate to ratify the recommendations of all Examination Award Boards after satisfying itself that the recommendations have been determined with due regard to the approved regulations, that the correct procedures have been followed, and that the appropriate academic standards have been upheld.

Once the Examination Board has taken place, ANCC emails the award recommendation list to OUVF, within 2 days. The paperwork is then checked and dealt with by the Ratification Panel. Once results are confirmed, ANCC is informed, and if conferred, results can be released to students as final.

6 SETTING AND APPROVAL OF ASSESSMENTS

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6.1 All assessments will be set in line with the approved module and programme requirements and in accordance with the College's academic regulations.

Assessment tasks, including examination papers and other forms of assessed work, will be reviewed and approved before being issued to students.

6.2 Draft assessment materials will be treated as confidential and shared only with authorised staff involved in the approval process. Access to these materials will be controlled to prevent unauthorised disclosure or use.

6.3 Once approved, the final version of each assessment will be stored securely and will not be altered except through the agreed College procedures.

7 STORAGE AND ACCESS TO ASSESSMENT MATERIALS

7.1 All assessment materials, including examination papers, assignment briefs, marking guides, student submissions and moderation records, will be stored securely at all stages of the assessment lifecycle.

7.2 Confidential assessment materials will be accessible only to authorised staff and only for legitimate academic purposes. Access to physical storage areas and electronic systems will be controlled and limited to those with approved responsibility for assessment processes.

7.3 Physical assessment materials will be stored in locked cabinets or rooms with restricted access. Electronic assessment materials will be stored in approved College systems (i.e. OneDrive with managed access) with appropriate permission settings and security controls.

7.4 Assessment materials will not be copied, shared or removed from secure storage except where this is required for approved assessment, marking, moderation or external examining processes, and only using secure methods.

7.5 The College will maintain appropriate records of access and transfer of assessment materials where required, to support accountability and the investigation of any suspected breach of assessment security.

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8 PRODUCTION AND DISTRIBUTION OF EXAMINATION PAPERS

8.1 The College will ensure that examination papers are produced and handled in a secure manner from the point of final approval through to the start of the examination.

8.2 Examination papers will be printed in a controlled environment and the number of copies produced will be limited to those required for the examination. Printed papers will be counted, recorded and transferred promptly to secure storage.

8.3 Access to examination papers during production and distribution will be restricted to authorised staff. Papers will be transported to the examination venue in a secure manner and will remain under supervision until they are issued to candidates.

8.4 The distribution of examination papers to candidates will take place under invigilated conditions and in accordance with the College's Examination and Invigilation Regulations.

9 SUBMISSION OF ASSESSMENTS (INCLUDING ELECTRONIC SUBMISSION)

9.1 The College will require all assessments to be submitted in line with the published instructions for each module and through approved submission methods.

9.2 Electronic submissions will be made through the College's Virtual Learning Environment (VLE). This system will be configured to record the date and time of submission and to restrict access to authorised staff. Where assessments are submitted in physical form, they will be received, logged and stored securely.

9.3 Student submissions will be handled in a way that protects confidentiality and prevents loss or unauthorised access. Access to submitted work will be limited to staff involved in marking, moderation and approved quality assurance processes.

9.4 The College will retain submitted work in line with its data protection and records management requirements.

10 MARKING AND MODERATION

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10.1 The College will ensure that marking and moderation are carried out by authorised staff in line with the College's academic regulations and [Moderation Policy](#). Student work will be marked and moderated using secure systems and processes, and access to submitted work and marks will be limited to staff involved in marking, moderation, administration and approved quality assurance activities.

10.2 Marks and moderation decisions will be recorded accurately and retained in accordance with the College's records management and data protection requirements. Any transfer of assessment materials for moderation or external examining will be carried out using secure methods.

11 RECORDING, STORAGE AND MANAGEMENT OF MARKS

11.1 The College will record and manage marks using approved systems and processes, with access restricted to authorised staff. Marks will be entered, checked and, where necessary, corrected in line with College procedures, and appropriate records will be kept to support accuracy and accountability. Marks data will be stored securely and handled in accordance with the College's data protection and records management requirements.

12 EXAMINATION BOARDS, RESULTS AND RATIFICATION

12.1 The College will consider assessment outcomes through the appropriate Examination Board processes before any results are confirmed. All awards recommended by All Nations Christian College Examination Boards will be submitted to The Open University for ratification, and results will remain provisional until this process has been completed.

12.2 Once ratification has been confirmed, results will be released to students in line with College procedures. The College will ensure that records of Examination Board decisions and ratification outcomes are retained in accordance with its records management and data protection requirements.

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13 USE OF DIGITAL SYSTEMS AND DATA SECURITY (E.G. VLE, ONEDRIVE, GRADEBOOK)

13.1 The College will use approved digital systems, including the Virtual Learning Environment (VLE), OneDrive and the Gradebook, to manage assessment materials, student submissions and marks. Access to these systems will be restricted to authorised users and controlled through appropriate permission settings.

13.2 The College will take reasonable steps to protect assessment data held in digital systems from loss, unauthorised access or improper change. Use of these systems will be in line with the College's [ICT General](#) and [Data Protection](#) policies, and users will be responsible for handling assessment information in a secure and appropriate manner.

14 AUDIT TRAILS AND RECORD KEEPING

14.1 The College will maintain appropriate records to support the security and integrity of assessment processes. This will include records of the creation, approval, transfer and storage of assessment materials, as well as records relating to marking, moderation and recording of marks.

14.2 Where changes are made to marks or assessment records, the College will ensure that these are documented in line with College procedures. Assessment records will be retained and archived in accordance with the College's records management and data protection requirements.

15 BREACHES OF ASSESSMENT SECURITY

15.1 Any suspected or actual breach of assessment security will be taken seriously and reported through the appropriate College channels. The College will take steps to investigate the incident and to protect the integrity of the assessment process.

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15.2 Where a breach involves student behaviour, the matter will be dealt with under the [Academic Misconduct](#) or [Student Disciplinary Policy](#), as appropriate. Where a breach involves staff or systems, the College will act in line with its internal procedures and relevant policies. Records of breaches and outcomes will be kept in accordance with the College's records management and data protection requirements.

16 EQUALITY, ACCESSIBILITY AND REASONABLE ADJUSTMENTS

16.1 The College will ensure that assessment processes are applied fairly and consistently to all students. Reasonable adjustments will be made for students with disabilities, specific learning differences or other approved needs, in line with the College's [Equality and Diversity](#) and [Learning Support](#) policies.

16.2 Any adjustments will be arranged in a way that maintains the security and integrity of assessments and does not compromise academic standards. Information relating to adjustments will be handled sensitively and in accordance with data protection requirements.

17 DATA PROTECTION AND CONFIDENTIALITY

17.1 The College will handle assessment materials, student work and assessment records in accordance with the College's [Data Protection Policy](#) and relevant data protection legislation, ensuring that information is processed fairly and lawfully and only for legitimate academic and administrative purposes.

17.2 Access to assessment information will be limited to authorised staff, confidentiality will be maintained throughout the assessment process, and records will be stored and retained in line with the College's data protection and records management requirements, including the rights of data subjects in relation to the processing of their personal data.

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18 ROLES AND RESPONSIBILITIES

18.1 The **Board of Trustees** have legal oversight and responsibility for all College policies but have delegated to the **Academic Board** the authority to ensure fit-for-purpose policies and procedures related to academic provision are in place. The Board of Trustees are responsible for ensuring:

- Academic provision at the College is adequately resourced.
- They receive details from the **Academic Principal** of any serious incident or one which could be of reputational risk to the College which should be reported to either the Open University, the Office for Students and/or the Charity Commission.

18.2 The **Academic Board**, which is also authorized by the Open University through its accreditation process, acts on behalf of the **Board of Trustees** on all academic matters. They are responsible for:

- Ensuring that the academic activities of the College support its mission statement and values.
- Ensuring that a fit-for-purpose Security of Assessment and Examination Policy is approved by them and complies with all relevant legislation and regulations (e.g. the regulations of The Open University).
- Overseeing the effective implementation of this policy and ensuring it is satisfactorily managed.
- Ensuring that the principles of this policy are:
 - Considered when managing and planning academic matters in line with the strategic direction of the College.
 - Reviewed by exploring what can be learned from appeals/complaints when they occur.
 - Reviewed in consultation with academic staff, students and The Open University, as a means of constantly seeking to improve the College's academic provision.

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- Ensuring they receive details from the **Academic Principal** of reported incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or details of a serious incident or one which could be of reputational risk to the College.

18.3 The **Academic Principal** has overall responsibility for ensuring that this policy is implemented and that assessment processes meet the requirements of the College and The Open University and is responsible for ensuring that appropriate arrangements are in place to protect the security and integrity of all assessments and examinations.

18.4 **Programme Leaders** are responsible for ensuring that assessment processes within their programmes are conducted in line with this policy, including the secure handling of assessment materials, the oversight of marking and moderation, and the accuracy of marks submitted to Examination Boards.

18.5 **Module Tutors** are responsible for setting assessments in line with approved requirements, handling assessment materials securely, marking work fairly and accurately, and following the College's procedures for submission, feedback and the recording of marks.

18.6 **Administrative** and **Registry Staff** are responsible for the secure storage, handling and processing of assessment materials and marks, including the management of examination papers, student submissions, records and results, in line with College procedures.

18.7 The **Exam Boards** are responsible for recommending results to The OU Ratification Panel.

18.8 **External Examiners** are responsible for providing independent oversight of assessment standards and for reviewing assessment processes and outcomes in accordance with The Open University's requirements.

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18.9 **Students** are responsible for submitting their own work, following assessment instructions, and complying with the College's regulations on assessment conduct and academic integrity.

19 POLICY COMMUNICATION

- A copy of this policy will be available to all students and staff on the College website [here](#).
- The College Administrator will make every effort to respond to any request to provide this policy in a different format. Such requests should be sent to info@allnations.ac.uk
- This policy will be included in staff and student induction.

20 RELATED DOCUMENTS

- All Nations Christian College [Academic Appeals Policy](#)
- All Nations Christian College [Academic Misconduct Policy](#)
- All Nations Christian College [Academic Use of Generative AI Policy](#)
- All Nations Christian College [Acceptable Use of ICT Policy](#)
- All Nations Christian College [Complaints Policy](#)
- All Nations Christian College [Data Protection Policy](#)
- All Nations Christian College [Email Communications Services Policy](#)
- All Nations Christian College [Equality and Diversity Policy](#)
- All Nations Christian College [Extenuating Circumstances Policy](#)
- All Nations Christian College [ICT General Policy](#)
- All Nations Christian College [Moderation Policy](#)
- All Nations Christian College [Student Disciplinary Policy](#)
- All Nations Christian College [Termination of a Student's Registration Policy](#)

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