

EXAM SECURITY PROCEDURES

Background

The Exam Security Procedures were introduced to improve the security of examination papers and address the recommendations in the MORAR INCORPORATED report on leaking of examination question papers. The Office of the Registrar undertook a benchmarking exercise with other universities regarding security of examination question papers. The Office of the Registrar in conjunction with the Examinations office drafted and implemented the set of procedures outlined below, Improvements Implemented to Enhance the Security of Examination question papers at the Examinations section. The document served at the Senate meeting on the 7th November 2019. In that meeting, Senate mandated QMD to evaluate the integrity of the 2019 year-end examination. Subsequently, it was decided that QMD should evaluate the security measures after every examination in the University.

IMPROVEMENTS TO ENHANCE SECURITY OF EXAM QUESTION PAPERS.		RESPONSIBLE PERSON/S
4.1	The question papers are submitted to Examinations Office by the HoDs.	HODs
3.2	The question paper is received by the Chief Examinations Officer, in his absence it is received by the Senior Examinations Officer.	CHIEF EXAMS OFFICER(CEO) /SENIOR EXAMINATION OFFICER (SEO)
3.3	The HoD records the details of the question paper in the question paper register and signs in the presence of the CEO/SEO.	HODs



3.4	The examination question paper is placed in the self-seal plastic envelope and deposited into the locked safety box in the presence of the HoD and in full view of the camera.	CEO/SEO
3.5	The Deputy Registrar, Academic Administration shall during midday and just before close of the working day, go to the examinations office and remove the papers from the locked safety box and place them in the strong room since he is the only person keeping the keys to the locked safety box. The examination question papers are stored according to exam dates in the strong room until the day of duplication.	DEPUTY REGISTRAR, ACADEMIC ADMINISTRATION (DR,AA)
3.6	During the duplication days, the Deputy Registrar, AA together with the Chief Examinations Officer shall open the strong room in the morning for duplication of examination question papers which will be written in the afternoon of the same day. The Deputy Registrar and Chief Examination Officer will open the strong room in the afternoon for duplication of question papers which will be written in the morning of the following day. This is an attempt to minimise the time between duplication of question paper and the writing of the paper. The university shall have two duplication sessions each day, the morning and the afternoon sessions.	DR, AA and CEO
3.7	Immediately after the Chief Examinations Officer and the Senior Examinations Officer conclude each duplication session, they will call the Deputy Registrar in order to transfer sealed duplicated question papers to the strong room until the time of examination of those paper, it may be either in the afternoon or the following day in the morning. The sealed duplicated examination question papers shall not be removed from the printing room until the Deputy Registrar has arrived. Only CEO and SEO are allowed at the printing room during duplication of examination	CEO,SEO and DR,AA





	question papers. The original question papers are deposited in the locked safety box situated in the printing room and the key to it is kept by the DR, AA only.	
3.8	No person is allowed to take out any piece of paper out of the printing room, all spoilt or jammed papers shall be put in the shredder available at the printing room.	CEO and SEO
3.9	Cellular phones are strictly prohibited in the printing room.	CEO,SEO and EXAMINERS
3.10	As per the MORAR Incorporated recommendations, examiners will be requested to avail themselves at the Examinations Office during the duplication and the sealing of their respective examination question papers in order to ensure everything is in order (if the paper is written in the afternoon, the examiner should avail himself/herself in the morning, if the paper is written in the morning, the examiner should avail himself/herself in the afternoon of the day before). This exercise will be piloted at the beginning of the second semester examinations in November 2019 since the annual examinations for October 2019 had already started. The plan is to start with one faculty which is the Faculty of Engineering and thereafter will be rolled over to all faculties in 2020.	CEO,SEO and EXAMINERS
3.11	Only two officers are responsible for printing of examination question papers (Chief Examinations Officer and Senior Examinations Officer) which makes the process faster.	CEO and SEO
3.12	Accountability shall be exercised for any transgression of the above rules that may arise.	DR,AA, CEO and SEO
3.13	All of the above mentioned processes which happen at examination office are in full view of cameras in the following areas, printing room, general office where examination question papers are submitted and the strong room. Provided there is any query in these	





	processes cameras can be rolled back to check what really transpired.	
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