ANZCVS

SECURING OF EXAMINATIONS

Policy number	6.4.1	Version	1
Drafted by	M. Hiscutt	Approved	October 2026
Responsible person	CE	Scheduled review date	Oct 2028

Purpose

The purpose of this policy is to protect the integrity, security and future usability of College examination materials by establishing requirements for:

- Securing examination materials before, during and after an examination
- Controlling access to examination materials
- Managing actual or suspected security breaches
- Determining whether materials may be retained for question banking and future reuse
- Formally retiring and, where appropriate, releasing examination materials

If there is any uncertainty about any aspect of this policy, contact the Chief Executive Officer or Examinations Manager through the College Office.

Scope

This policy applies to all College Membership and Fellowship examinations, all examination components and all examination venues, including examinations delivered in written, oral, practical, electronic or other formats. It applies to Chapters, examination committees, examiners, invigilators, College staff, contractors, candidates and any other person who is given access to examination materials.
For the purposes of this policy, examination materials include examination questions and papers, images, recordings, datasets, candidate responses, marking schemes, model answers, rubrics, examiner guidance, question banks, examiner reports and any other confidential assessment content or supporting material.

Policy

All examination materials will remain secure and available for future reuse unless they are formally retired and approved for release.

Marking schemes, model answers, detailed rubrics and examiner guidance will not be released.

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SECURING EXAMINATIONS PROCEDURES

Procedures number	6.4.1	Version	1
Drafted by	M. Hiscutt	Approved by CEO on	Oct 2026
Responsible person	Examinations Manager	Scheduled review date	Oct 2028

Responsibilities

Council is responsible for approving the policy and any major amendments.
The Chief Executive Officer and Examinations Manager are responsible for the implementation of this policy, approving associated procedures and ensuring reported security breaches are assessed and managed.
College Office maintains secure examination records, receives sample questions and controls the release of examination papers.
Chapters and examination committees provide and review sample questions and comply with College security and examination development requirements.
Candidates comply with examinations rules and must not retain, reproduce or disclose secured examination materials, including through social media platforms.

Procedures

1. Initial securing of examination materials

1. All examination components and associated examination materials must be secured in accordance with College procedures before, during and after the examinations
2. Access to examination materials must be limited to authorized persons who require access for examination development, delivery, administration, review or governance purposes
3. Persons with access to examination materials must comply with any confidentiality, conflict of interest, records management and information security requirements imposed by the College.
4. Examination materials must be stored, transferred, displayed, collected and disposed of using methods approved by the College. Materials must not be left unattended or accessible to unauthorized persons
5. At the conclusion of an examination, all physical and electronic materials must be accounted for and secured. Any discrepancy must be reported immediately to the College Office.
6. Candidates must not retain, copy, photograph, record, reproduce, transmit or otherwise access examination materials after completing the examination.
7. Candidates must not share recalled examination content, or information that could enable examination questions or confidential assessment content to be reconstructed. This prohibition applies to verbal, written and electronic communications, including social media, online forums and messaging platforms.

8. An examination or examination component that was not initially secured must not subsequently be treated as permanently secured for question-banking purposes unless the College has completed a documented review and expressly approved its future use. This could entail altering the "appearance" of the question such as signalment, sub-question structure and some details whilst retaining the essence of the topic and learning outcomes assessed.

2. Security breaches and compromised materials

1. Any actual or suspected loss, unauthorised access, disclosure, reproduction or other compromise of examination materials must be reported immediately to the College Office.
2. The College must document and assess the incident, including the nature and extent of the compromise, the materials affected, potential consequences for candidates and examinations, and any action required to contain or remediate the breach.
3. An examination question or component affected by a security breach, or by a failure to follow required security procedures, must not be treated as secure for question banking or future use purposes unless the College has completed a documented review and expressly approved its reuse.
4. A compromised question may be approved for future reuse only where the documented review determines that the questions has been modified sufficiently to protect the integrity and fairness of future examinations. Cosmetic changes alone, such as changing a name, signalment or incidental detail, are not necessarily sufficient.
5. The College may retire, quarantine, substantially revise or permanently withdraw compromised materials.

3. Permanent securing and question banking

1. All Membership and Fellowship examinations components are presumed to be permanently secured for question banking and potential future reuse unless the College formally retires and approves the release of specified materials under section 5
2. Permanently secured materials must remain confidential and must be held only in systems, locations or repositories approved by the College.
3. Access to permanently secured materials must be limited to authorised persons who require access for examination development, administration, quality assurance, review or governance purposes.

4. Representative Sample questions

1. Chapters must provide sample questions to the College Office by 31 October in the year preceding the examination.
2. Sample questions must be representative of the structure, style and type of questions to be used and must give candidates a reasonable indication of the range of questions across the breadth of the applicable learning outcomes.
3. For any question type, at least five sample questions must be provided.
4. Sample questions may be newly developed or drawn from formally retired examination papers provided they remain current, accurate and representative and have been approved for release by the College.
5. Marking schemes, model answers, detailed rubrics and examiner guidance must not be released with sample questions unless expressly authorized by the College.
6. The Chapter must review its sample questions whenever the relevant subject

guidelines or examination format are reviewed, and whenever developments in knowledge or practice may have made the samples inaccurate or unrepresentative.

5. Retirement and controlled Release of examination materials

1. Examination materials may be released only after they have been formally retired from future examination use and the College has approved their release.
2. Before approving release, the College must consider whether the material:
    i. Remains part of, or is substantially similar to material in the active question bank
    ii. Could compromise the security, integrity or fairness of a future examination
    iii. Is current, accurate and suitable for the proposed purpose
    iv. requires editing, de-identification or contextual information before release
3. Retired materials approved for release may be used as sample questions, candidate preparation resources or other educational materials approved by the College
4. Marking schemes, model answers, detailed rubrics, examiner guidance and other confidential assessment materials must not be released unless expressly authorised.

Related documents

- Candidate Access to Information Policy