TUNG WAH COLLEGE

Preparation of Examination Papers

1. Security rules related examination

1.1 The following rules shall apply for the secure preparation of examination papers for programmes leading to awards of Tung Wah College (TWC).

1.2 Academic Departments will be responsible for the typing of all examination papers. The Director/ Head of subject offering School/Department is formally responsible for the security of preparation of examination papers in his/her care, but in practice he/she can delegate the function of dealing with the examination papers to a designated person in the School/Department.

1.3 The whole preparation process should be done in a secure manner. All parties involved including academic staff concerned, the departmental EO, the authorized typist, etc, must ensure confidentiality of the examination papers. For their own protection in case of any leakage, they should declare to the Director of School /Head of Department if they have any relatives or friends taking the examinations under their care (declaration form in Appendix I).

1.4 Measures should be implemented to prevent leakage and to restrict the access of the examination papers (both the draft and final versions) by unauthorized readers. The Director of School /Head of Department should be informed of any suspected or confirmed cases of leakage immediately. He/She will then decide on whether a new set of examination papers is required arising from the incident.

1.5 Each examination paper should have a cover sheet as set out in Appendix II.

1.6 Each examination paper should also have a form (Appendix III) for signature and endorsement of Director of School/Heads of Departments and Programme Director relating to the preparation of the examination papers.

1.7 Examination paper typing should be done in an area out of sight of students and preferably in a locked room to minimize the chance of the work being seen by unauthorized readers.

1.8 School/Departments should adhere to the set of data protection guidelines (Appendix IV) if examination papers are prepared on personal computers.

1.9 Facsimile and electronic mail transmission (except via TWC Outlook) are not secure means of transmission of confidential examination information.
1.10 Academic staff may seek the views of Departmental Academic Advisors and/or the External Examiners (if appointed) on draft examination papers. If the process involves sending of printed copies, such copies should be put in “CONFIDENTIAL” envelopes and the communications should be done and responded by registered post or courier.

1.11 The departmental EO must maintain a register of all draft and finalized examination papers and keep them in a secure place. The relevant academic staff must sign the register when taking examination papers for proofreading or correction and the same copy must be returned.

1.12 Once the examination paper is finalized, the academic staff concerned should delete/destroy all working documents, including the drafts, excess and spoilt copies generated during the preparation process, and hand in the final version to the Academic Secretariat for printing.
TUNG WAH COLLEGE

Declaration

I declare that:

(i) Neither I nor any members of my immediate family (i.e. brothers, sisters, spouses, children) or friends or any other persons living in my home will be taking any of the examination conducted by or under the aegis of Tung Wah College this year except as listed below:

(ii) I am not, to the best of my knowledge, aware of any intention on the part of any relatives outside my immediate family with whom I am in regular contact to take any of the examinations this year except as listed below:

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Student No</th>
<th>Examinations (please specify)</th>
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I declare that if I subsequently register to take any of the examinations conducted by or under the aegis of Tung Wah College this year or if I become aware of any such intention on the part of persons such as those referred to at (i) and (ii) except as detailed above, I will inform Tung Wah College immediately in writing.

__________________________
Signature of Declarant

__________________________
Name and Post of Declarant                       Date
TUNG WAH COLLEGE

Data protection Guidelines for Preparation of Examination Papers via Personal Computer

Workstations

1. Use workstations provided by Tung Wah College (TWC) for preparing the papers as these workstations are installed with essential security applications/patches which other workstations may not have done so. In addition, non-TWC workstations may have built-in certain file sharing software which is invisible to users.

2. The examination papers should be prepared on workstations located at a secure place or room. Users should sign off the workstations before leaving the workplace. In no circumstances should the workstations be left unattended to. Users are advised to turn on screen lock before leaving their workstations.

3. The papers should NOT be prepared or saved on workstations at public or communal areas.

4. The papers should NOT be prepared or saved on workstations installed with or connected to workstations with file sharing software, e.g. P2P, BT, Foxy, etc.

5. Departments should ensure that the workstations are continuously updated with the security patches according to the guidelines provided by the Information Technology Services Office.

6. File containing draft or finalized examination papers should be saved in encrypted format. Departments can make reference to the website of the Information Technology Service Office for the list of recommended encryption software.

File Transfer

7. For cases which require advice from external parties, the file containing draft examinations papers should be sent to and received from the external email accounts in a protected format. Password of the protected files should be communicated via separate emails.

Storage

8. The files containing examination papers should NOT be kept in central drives (S-drive) or servers which allow multiple access.

9. If the use of external secondary storage device cannot be avoided, use devices which have encryption functions. The devices should be securely kept at all times and should be delivered by hand between authorized persons.

If you need any help on the above, please consult staff members of ITSO (Tel: 3190 6640).