



RIDGEWOOD  
HIGH SCHOOL

# Handling Secure Electronic Materials (Exams)

## 2023 - 2024

Version: V1  
Date issued: 30/01/2024  
Date of next review: 30/01/2025  
Document Author: S Charles (Exams Officer)

# Contents

<b>Introduction .....</b>	<b>3</b>
<b>Centre authorisation .....</b>	<b>3</b>
<b>Secure account management .....</b>	<b>3</b>

Version	Date	Amendments
V1	30/01/2024	First issue

## Introduction

This document confirms Ridgewood High School's compliance with the JCQ Instructions for Conducting Examinations 23- 24 (ICE) publication, section 4 *Arrangements for handling secure electronic materials*.

## Centre authorisation

Electronic question paper materials are only be handled by members of staff authorised to do so by the head of centre, and in accordance with instructions issued by the relevant awarding bodies.

The following centre staff are authorised by the Head of Centre to access and handle secure electronic materials as required:

<b>Exam series</b>	<b>Staff member</b>	<b>Role</b>
Summer 2024	Susan Charles	Exams Officer
	Lisa Butler	Exams Assistant
	Jacob Dovey	ICT Manager
	Jenna Rose	SENCO
	James Cannon	Deputy Headteacher

In addition to the above, the following members of staff are authorised to assist with the printing and collation of secure materials (under supervision):

Sally Whale – Reprographics Assistant

Su Humphrey – TA

## Secure Account Management

Email accounts used for secure material access belong to the above named individuals, or are a group email account accessed solely by the individuals authorised by the head of centre to handle secure materials.

Accounts used to access secure materials are audited regularly by the Exams Officer, and accounts deleted where no longer required. Where group email accounts are in place, regular checks are conducted to ensure all authorised individuals still require access.