THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Medicine

MD Undergraduate Program   **Policy and Procedure**

Title:	**Confidentiality of Examination Materials**	Number:	**042**
Approved By:	Undergraduate Medical Education Committee		
Approval Date:	11 December 2023	Next Review:	01 November 2026
Effective Date:	11 December 2023		
Audience:	All faculty and staff		
Purpose:	Describes the policy and procedures for handling and distribution of confidential examination materials		
Related Policies and Procedures:	1. Examination Conduct – All Years - #019		
Exclusions:	None		
Contact:	Director of Assessment Manager, Provincial Learner Assessment Team (PLAT)		

Preamble

The MD Undergraduate Program prioritizes safeguarding the confidentiality and security of examination (exam) materials and the integrity of all examinations.

Policy

1. Faculty and staff who handle and are entrusted with examination materials should ensure confidentiality and security of the exam materials.
2. The Provincial Learner Assessment Team (PLAT) will centrally manage examination materials
3. Electronic and printed examination materials (written exam question booklets and OSCE checklists) must not be shared with faculty, students or staff before examinations without the express consent of the Faculty Lead responsible for the examination.
4. Exam creation and delivery teams must not access or store examination materials on personal electronic devices before, during or after the examinations.
5. With the exception of PLAT, all examination materials downloaded for assessment delivery must be deleted after examinations.

Procedure

1. **Workplace Security**
    1.1. Staff working in an open-plan area or workplace must ensure their computer screen is shielded when working on examination materials. A privacy screen is highly recommended.
    1.2. Computer screens must be locked when unattended to. A timer on computers which locks after a brief period of inactivity is recommended.
    1.3. Laptops and other electronic devices used for work must be encrypted and password-protected.

2. **Before the Examination**

2.1.   All exam materials are confidential and must be distributed only through Secure Assessment SharePoint or as password-protected documents. PLAT will give restricted access to the concerned faculty members and assessment staff at the distributed sites.

2.2.   All exam materials accessed or saved to a local device must be deleted once reviewed, edited, or printed, and the device's trash must be emptied regularly (e.g., exam drafts or OSCE case bank documents downloaded for editing purposes, written exam booklets downloaded for printing).

2.3.   Faculty requests for the review of written exam booklets before the exam must be forwarded to the Senior Assessment Coordinator responsible for the written exam.

2.3.1.   **Under no circumstances must the exam booklet(s) be shared with anybody without the explicit consent of the appropriate Faculty Leads responsible for the exam.**

2.3.2.   The Senior Assessment Coordinator will forward the request to the appropriate Course Director(s) or Co-Lead(s) for approval.

2.3.3.   Upon approval, the Senior Assessment Coordinator will share the exam booklet using a secure file transfer process (e.g., SharePoint or password-protected documents). The appropriate Course Director(s) or Co-Lead(s) will be copied on the message.

2.4.   All exam materials at all sites must be kept in a secure location (a locked office or filing cabinet) with restricted access.

3.   **During the Exam**

3.1.   Exam materials must not be left unattended at any time.

3.2.   All papers must be accounted for at the end of the exam.

3.3.   All OSCE paper backup checklists, paper copies of exam booklets and other exam materials must be accounted for before being destroyed via confidential shredding services.

3.3.1.   If documentation is missing, the local Program Manager, Administrative Director, and Manager PLAT must be notified.

3.3.2.   Steps taken to locate the missing exam material must be documented.

4.   **After the exam**

4.1.   Student answer bubble sheets and OSCE paper checklists and post encounter probe (PEP) answer sheet must be scanned and posted to Secure Assessment SharePoint. Information on the paper checklists must be transcribed and submitted via SimIQ before the end of the examination.

4.2.   All original exam materials must be kept for 1 year in a secure location (a locked office or filing cabinet) with access restricted to members of staff involved in the administration of exams. After this time, these materials must be shredded using confidential shredding.

4.3.   All faculty requests regarding reviewing exam booklets and/or OSCE checklists must be forwarded to the Senior Assessment Coordinator responsible for the written exam.

4.3.1.   The Senior Assessment Coordinator will forward the request to the appropriate faculty leads, i.e., Course Director(s), Clerkship Directors or OSCE Site Director.

4.3.2.   Upon approval, the exam booklet and/or OSCE checklists will be shared using a secure file transfer service (e.g., OneDrive or SharePoint). The appropriate Course Director(s) or Co-Lead(s) will be copied on the message.

Review History

Action	Committee	Date	Status
Draft	Assessment Operations Advisory Group	9 October 2019	Endorsed
Review	Student Assessment Subcommittee	March 2020	Endorsed
Review	Policy Advisory Subcommittee (PAS)	3 March 2020	Endorsed
Reviewed	FoM Legal Counsel	24 March 2020	Endorsed
Review	Undergraduate Medical Education Committee	20 April 2020	Approved
Reviewed	Policy Advisory Subcommittee	16 November 2023	Endorsed
Reviewed	Undergraduate Medical Education Committee	11 December 2023	Approved