

Digital Practice Exams 2020

Exam Security

The following passwords and codes are required to access the exams.

- Dashboard access is by:
 - Administrator username and password or
 - Supervisor username and password
- Exam access code – exam-specific and the same for all students; available from the Administrator
- Exam verification code – available in Assessment Master, individual to each student. Only needed if a student cannot log in using the normal log in process.

It is very important that you keep these passwords and codes secure, to ensure that students cannot access the exam outside of an exam session.

Keeping the exam secure:

- The Administrator (Principal's Nominee or other school contact) is responsible for opening and closing the exam session. This must be done immediately before and immediately after each exam, using Administrator dashboard access.
- Submitting the exam – the Supervisor must check the dashboard to ensure that every student has submitted their exam by the end of the session, and their response moves to marking.
- Any paper copies or digital copies of the exam must be kept secure. Remember that other schools will also be using the subject association exams. As part of using these exams, each school agrees to keep them secure during the exam period, including when students receive feedback and grades.
- If you offer exam catch-up sessions, remember to follow the same security procedures as during the main session – open and close the session, keep the access code secure, and ensure all work is submitted.