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## **Assessment Security Policy**

### **Values**

- START SMART SDN BHD hold a high level of security for all its IT equipment, (laptop tops, desktops, printers, and scanners) They are all password protected.
- A record is held on the director's computer.
- All emails are held on a company server, with all employees holding a [name@startsmart.asia](mailto:name@startsmart.asia) email address. All password protected.
- Able to deliver online or classroom based.

The provision has a secure office, with the relevant filing systems, that are lockable storage if required.

Exams take place online, in a test centre provided by START SMART SDN BHD however if an "Reasonable Adjustment" request is made and needs to take place, START SMART SDN BHD can print the request, or arrange for hard copies to be filed in the lockable cabinet in the office. The keys are held by the company Director at START SMART SDN BHD.

Tutor/Assessors are given the passwords for exams the morning of testing/exam day and are held behind password protected laptops prior to exams.

Reasonable Adjustment requests will be taken to the venue the morning the exam by a member of START SMART SDN BHD.

The policy will be reviewed every 12 months by Mathews George, Internal Quality Assurance Officer, START SMART SDN BHD.

Last updated: January 2024