Appendix
6.1 Security Measures Policy

To ensure security of examination paper against leakage, teachers setting paper have to observe the following –

a. All assessment files (Examination & Test) have to be protected by password.

b. All assessment files should not be saved in the drives which might possibly be assessed by students, such as Student Drive, Staff Drive and mmlcshare. Instead they can be saved in Z: drive, USB or Personal Computer in school.
   After the assessment, the above requirements could be released.

c. Other Precautions
   - USB storing assessment files should not be used in classroom, or they have to be protected by password.
   - Teachers should change his server's passwords from times to times. The setting should not be too simple or easily guessed. E.g. identical username and password should be avoided.
   - Examination/Test papers should not be left in the printer uncollected after printing.
   - Use of re-cycled paper must be cautious to avoid possible leakage on the back.
   - Teacher should avoid placing Exam./Test paper unattended on teacher's desk.

For using computer in Classroom where students can assess the computer in absence of teacher, do not access those webs which require personal password.