



DPN SECURITY OF EXAMS POLICY

Version	2026 January Final (v2026_10f)
Last Reviewed	October 2026
Reviewer	Janus Howard
Next Review Date	January 2027

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PURPOSE

This policy aims to ensure the integrity, fairness, and security of examinations conducted by Digital Peninsula Network Ltd. It establishes guidelines for the administration, monitoring, and handling of examinations to prevent cheating, fraud, and other forms of academic dishonesty.

SCOPE

This policy applies to all students, faculty, staff, and administrators involved in the administration of examinations at Digital Peninsula Network Ltd.

POLICY STATEMENTS

1. Examination Preparation

- **Secure Materials:** All examination materials, including questions and answer sheets, must be stored securely and accessed only by authorised personnel.
- **Exam Format:** Examinations should be designed to minimize opportunities for cheating. This includes using various formats (e.g., multiple-choice, essay, practical) and regularly updating exam content.

2. Administration of Examinations

- **Supervision:** All examinations must be monitored by trained members of staff to ensure adherence to exam policies and to deter cheating.
 - **Identification:** Students must present valid identification before being allowed to sit the exam.
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3. Conduct During Examinations

- **Prohibited Items:** The use of electronic devices (e.g., smartphones, smartwatches), unauthorised materials, or other aids is strictly prohibited during examinations.
- **Behaviour:** Students must adhere to professional conduct during examinations. Any disruptive behaviour may result in immediate removal from the examination.

4. Reporting and Investigating Violations

- **Reporting:** Any suspected violations of examination security must be reported to the appropriate authorities immediately.
- **Investigation:** All reported incidents will be investigated promptly and thoroughly, maintaining confidentiality where possible.

5. Consequences of Violations

- **Disciplinary Action:** Students found guilty of academic dishonesty may face disciplinary action, which could include failing the exam, failing the course, or more severe institutional penalties.

6. Post-Examination Procedures

- **Secure Storage:** All completed exams must be securely stored until they are graded and final grades are submitted.
- **Review Process:** Students may request a review of their exam performance according to the established procedures.

RESPONSIBILITIES

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- Faculty: Responsible for designing secure exams and monitoring compliance with this policy.
- Invigilators: Tasked with enforcing the policy during examinations and reporting any violations.
- Students: Expected to adhere to all examination policies and conduct themselves with integrity.

REVIEW AND REVISION

This policy will be reviewed annually and revised as necessary to ensure its effectiveness and compliance with relevant laws and institutional standards.