

Confidential Material

In some cases students work with confidential material, and their reports on their placement year may contain material that is confidential to their employer. The need to assess the report requires normally that the report be available to the Board of Examiners and to the External Examiner. This makes the domain of confidentiality rather large, so a special procedure is needed for assessment where a report contains confidential material.

To *minimise the risk* to confidential information while ensuring that the student is properly and fairly assessed the following procedures will be offered:

These procedures should be invoked only after discussion with the Placement Tutor and the Programme Director, or another nominee of the Board of Examiners.

- It will be necessary at a minimum that a representative of the University view the report, and in some cases a second representative of the University views the report as assessment moderator.
- If required the placement visitor will sign a confidentiality agreement, as they may be privy to confidential information during discussion of the student's work with the student or the supervisor.
- Ideally reports will not contain confidential material.
- Where it is essential to the reporting of the student's work, the report may contain confidential material.
- Where a report does contain confidential material there may be different procedures for the interim and the final report.
- **Interim report**
The report will be posted to the academic supervisor, who will inspect the report, place a short summary note in the student's file, and post the report back to the student who will keep the report within the employer's premises in accordance with the wish of the employer. Ideally the report will be kept safely till the assessment is complete, which is normally by the end of September.
- **The final report**
The final report may be posted and returned to the employer in the same way as the interim report, but recognising that this report may contain rather more confidential material, if the employer requires, the academic supervisor will inspect the report on the employer's premises, under a suitable confidentiality agreement.

- Exceptionally, to allow moderation of the assessment, the Placement Tutor may need to see the reports, and if this arises will enter into confidentiality agreements before viewing the reports.
- Some subject groups keep these reports for accreditation purposes and applications by students for Charter Engineers Status. Such reports are kept under secure conditions.
- The University is always willing to discuss special arrangements for those few cases where no material may be removed from the placement organisation.