# For examiners: Recommendations for handling written products at CBS

All papers handed in for examination via DE are by nature strictly confidential and must not be shared with a third party. In addition to this, the papers may contain content that are protected by contractual documents or by law, making the observation of confidentiality highly critical. Students may have entered into confidentiality agreements with companies regarding the usage of the company’s information, while the presence of a Danish CPR number on the front page of a paper can become a legal issue if disclosed.

It is therefore of crucial importance that one keeps this matter of confidentiality in mind during the exam, but particularly after the exam. It is the examiners responsibility to keep secure any and all confidential data after the exam so that any agreements entered into, and relevant laws such as The Act on Processing of Personal Data, are observed and respected.

All written products are accessible via the Digital Exam platform, which is password protected and only reachable through authorization. Specific local precautions are dictated by the manner in which the examiner otherwise chooses to handle the assessment.

If the assessment is carried out digitally on Digital Exam only:

* Make sure that the computer or mobile device is password protected. Use numbers and symbols in the password and frequently change the password.
* Log out after use.
* Install an antivirus programme and keep it updated. Please contact the IT Support if you are unsure of whether an antivirus programme is already installed.
* Reminders of updates to the operating system and any additional relevant software should be respected and are often the basis for maintaining a fail-safe functionality.
* Do not share materials via e-mail.
* The usage of cloud solutions such as Dropbox, iCloud, OneDrive or Box are not permitted.
* We recommend that deletion of any downloaded material after the assessment. If you work from a public computer, it is very important to make sure to delete any material after use.
* If you are getting rid of your computer, make sure to do so in a responsible manner. You are welcome to go through the IT Department. A privately owned personal computer should never be dropped off at a recycling station. It must be properly destroyed.

If you as examiner choose to print out the exam paper in its entirety, or even just parts of the paper, then be certain to handle these paper copies respectfully so as not to expose the content and risk misuse of such:

* Do not leave the papers behind anywhere in public
* Do not through them away in the trash bin for others to retrieve. Make sure to destroy them properly.