Dear colleague.

Now that you have the link to the paper you have purchased, there are some security suggestions for you to consider.

We suggest:

**Download the document to one department computer for editing** (if you think that changes are required, use one hard copy). Be careful with thumb−drives; they tend to get left in computers!

Then, delete the email containing the link. (That link is always accessible through “My Account-completed orders”, secure in the cloud, and only accessible by you with your password)

Once the paper has been sat by your students, marked and ready to work through in class, please be aware that students with mobile phones/cameras can easily transfer solutions to friends in other schools, who may not have sat the exam by then. We suggest banning mobile phones and smart watches when using the papers in class before the release date.

The release dates are:

**Year 12 − Thursday October 12th**

**Year 11 − Thursday November 30th**

Under no circumstances should schools place papers or solutions on their intranet until after the release dates.

Thank you for your co-operation in this important matter.