Dear colleague.

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

**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)

After sitting the exam, students should only have access under strict controlled conditions.

Teachers may go over the exam and solutions in class to check for any corrections. However, they must be collected up before leaving the room. Students with mobile phones or smart watches have the ability to pass information externally very quickly. Please ban those devices before reviewing the paper.

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

**Release date for Year 12 examinations is Thursday 13th October.**

**Release date for Year 11 examinations is Friday 2nd December.**

Thank you for your co-operation in this very important matter. Remember that schools may have not sat their examinations until just before release date.