

Records and Information Requirements



7.1 Records of applicants, candidates and certified persons

7.1.1 The certification body shall maintain records

Confirm the status of a certified person

Certification or recertification process has been effectively fulfilled

7.1.2 Records shall be identified, managed and disposed to ensure integrity of the process and the confidentiality of the information

7.1.3 The certification body shall have enforceable arrangements to require that the certified person informs the certification body when matters affect the capability of the certified person to continue to fulfil the certification requirements.



7.2 Public Information

7.2.1 The certification body shall verify and provide information upon request

- Holds a current and valid certification

- Scope of that certification

7.2.2 The certification body shall without request, provide the following:

- Scope of the certification scheme

- General description of the certification process

7.2.3 All pre-requisites of the certification scheme shall be listed and the list shall be made publicly available without request

7.2.4 Information provided shall be accurate and not misleading



7.3 Confidentiality

7.3.1 Policies and procedures must be in place for the maintenance and release of information

7.3.2 Certification body through legally enforceable agreements, keep confidential all information obtain during the certification process

7.3.3 Information obtained during the certification process or from sources other than the application, candidate or certified person, shall not be disclosed to an unauthorized party without written consent of the individual except where the law requires such information to be disclosed

7.3.4 When required by law to release confidential information, the person shall be notified as to what information to be disclosed

7.3.5 The certification body shall assure that the activities of related bodies do not compromise confidentiality

7.4 Security

7.4.1 Policies and procedures necessary to ensure security throughout the entire Certification process

7.4.2 Policies and procedures to ensure the security of examination materials taking in account:

- Location of materials

- Nature of the materials

- Steps in the examination process

- Threats arising from repeated use of examination materials

7.4.3 Prevent fraudulent examination practices by:

- Requiring candidates to sign a non-disclosure agreement

- Requiring an invigilator or examiner to be present

- Confirming the identity of the candidate

- Implementing procedures to prevent any unauthorized aids from being brought into the examination area

- Monitoring examination results for indications of cheating

Questions Submitted

- What is examination records?
 - Test papers, answer sheets, scoring sheets
 - Candidate applications, etc.
- 7.4.2 d) acceptable evidence to ensure CB has considered the threat of repeated use of examination materials.
 - Evidence that test questions are not getting easier.
 - Evidence that test questions are not available on the internet.
- 7.4.3(b)- guidance on online/remote proctoring.
 - Standard is silent online/remoter proctoring. If a CB can demonstrate how it meets the requirements of 17024 with remote or online proctoring, may be possible.
- Does legally defensible arrangement cover impartiality committee members?
 - Covers anybody with access to secure/confidential information.

Questions?

