How to access Security paper-based tests

Tests associated with the Security licence-linked suite can be taken either paper-based or on-screen. This guidance is for centres approved to deliver the paper-based tests, and should be read in conjunction with the Security Centre Management Handbook.

Downloading the paper tests

Security tests can be downloaded from the Secure Tests area of the website. You will need your Edexcel Online username and password to access the test papers. Access to secure materials is only available to Exams Officers and Exams Office staff. You can find more information on how to access and download tests here.

Test versions

There are multiple versions of each test. The version number is indicated in the document title e.g. 'Live Paper 1'. There will be multiple different versions of each test available on the website to download.

You must randomise which test version you assign to each learner within your cohort of learners for each test sitting. Learners in a test sitting must not all be assigned the same test version.

If learners are resitting the test following an unsuccessful attempt(s), you must ensure that they sit a different test version to that taken on any prior attempt(s).

The test version sat by each learner must be clearly recorded on all test documentation. All the key documents you need can be found here.

The versions of tests available to download are rotated over time. You must ensure you have accessed the correct versions that are available within an appropriate time frame of the test date. 'Appropriate time frame' means as close as possible to the test date, and must be **no more than 24 hours** prior to the test.

Please ensure you keep accurate records of when tests have been printed using the Pearson Test Control Sheet.

Printing test papers

The printing of test papers must be conducted in a secure environment.

You must download the test paper and answer sheet and print only the required number of copies for each test version required for the test sitting.

Once the file has been downloaded and printed, the electronic file must be deleted. You must not save the downloaded test paper.

The printed test papers must be held securely in your centre's secure storage prior to the test. Your secure storage must be approved by Pearson before you start delivering paper-based tests.

Following the test, the printed test papers must be destroyed.

The full details of the process can be found in the Security Centre Management Handbook.

Answer sheets

Learner answer sheets are monitored when we receive them for marking to make sure centres are downloading the correct test versions, i.e. a version that was available on the website at the time of the test.

We also monitor that centres are randomising the test versions assigned to learners in each test sitting i.e. that centres have not saved a test version and are repeatedly using the same version(s) and/or that all learners in the test sitting have sat the same version of the test.

Centres found to be delivering paper-based tests in a manner that does not comply with any of the requirements as outlined above may be referred for maladministration and/or malpractice. This means that you may not be able to register and/or certificate learners whilst we investigate any potential non-compliance.

Test notification form

Centres are required to notify us of all tests relating to Security licence-linked qualifications at least five working days in advance of the test taking place. For more information on this process and to submit your test notification form please see the guidance available on our website here.