



Guidance for centres submitting candidate work to WJEC on removable media.

WJEC has been asked by several examination centres about encrypting candidate work prior to submission on disk/USB drive.

WJEC does not require centres to do this; it is up to each centre to decide in line with their own data protection and security policies whether this is needed.

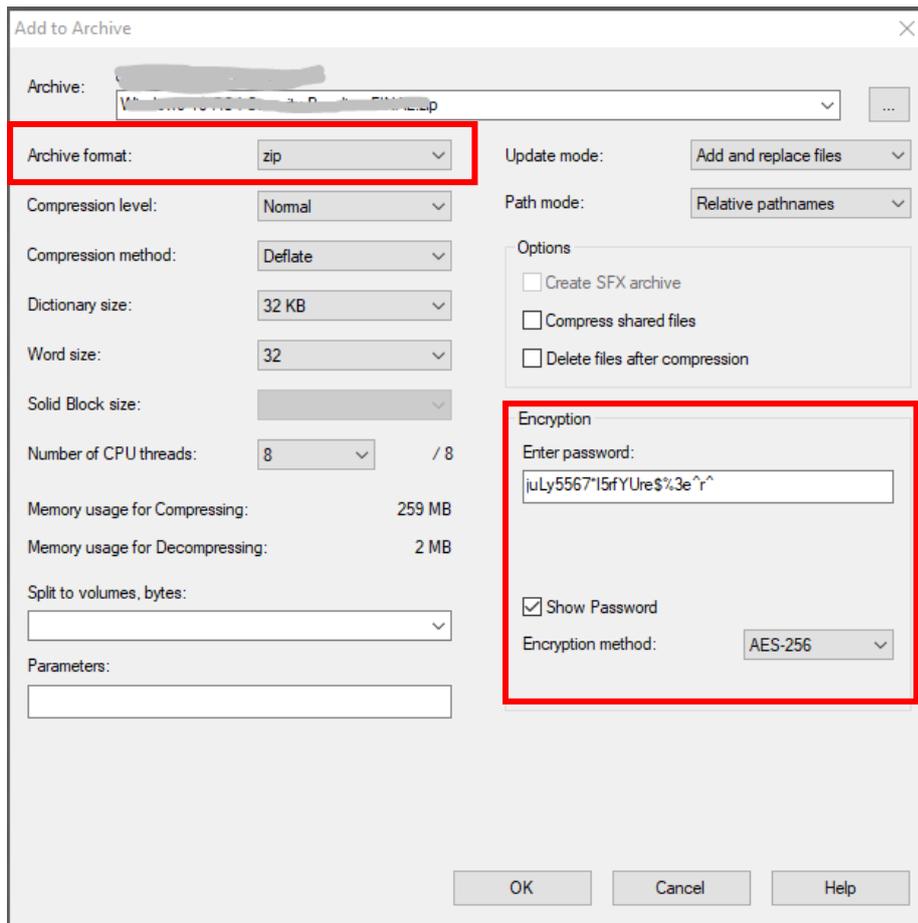
The recommended method is to use encrypted Zip archives or Windows Bitlocker To Go. If any other methods are used (for example self-extracting executable files) we may not be able to accept them as they will be blocked by our security software.

For centres who do not have existing software for creating encrypted archives, we suggest using 7-zip:

Using 7-zip to create an encrypted archive:

7-zip is a free archiving tool for Windows. Ensure you have the latest version from <https://www.7-zip.org/download.html> (don't download from other sites as these may contain malware)

- Right-click on the folder you want to encrypt and choose 'add to archive...'
- Ensure that the encryption method is 'AES-256' - this is the strongest method
- Ensure the archive format is 'zip'



We advise that you use a randomly-generated password or passphrase to encrypt the file. We also advise using a different password for each archive. Passwords should be at least 15 characters in length to achieve reasonable security.

If you do not already have a random password generator, these online systems may be used:

- https://www.fourmilab.ch/javascript/pass_phrase.html
- <https://www.grc.com/passwords.htm>

The USB stick containing the encrypted archive may be sent as usual. Passwords should be sent to encryption@wjec.co.uk. The email should clearly state the centre number, candidate numbers(s), subject and level.

Note: if we cannot clearly identify the file and password, we will not be able to access the work.

(Note that it is acceptable to send passwords by email in this case as they are sent using a different method to the USB stick. Please do **not** send the USB stick and password together!)

Guidance on using Bitlocker To Go is available at <https://www.techrepublic.com/blog/windows-and-office/secure-your-usb-drives-with-bitlocker-to-go-for-windows-7/>

WJEC cannot offer support regarding the creation of bitlocker encrypted media, individual centre IT departments should be consulted on a case by case basis.