

Procedure for receipt and secure storage of examination materials

- Examination materials are signed for by reception staff.
- Reception staff will maintain a log of materials delivered.
- Upon receipt, reception staff will immediately contact the examinations officer by telephone/email.
- If the examinations officer is known to be off-site or otherwise uncontactable, reception staff will contact the head of lower school. In the absence of both, the finance and premises manager should be contacted.
- In the unlikely event of the finance manager the head of lower school and the examinations officer all being unavailable the materials will be locked in a filing cabinet. At no time will examination materials be left unguarded. Efforts to contact the finance manager/ the head of lower school /examinations officer must continue.
- The examinations officer will check packets of all examination papers and will then lock them in the safe room. If the question papers cannot be checked immediately, they will be taken to the safe room and the examinations officer will check them as soon as possible thereafter.
- The examinations officer will check the material carefully and immediately inform the awarding body in case of any problems related to breach of security, damaged material, inadequate or wrong delivery.
- Apart from the finance manager, the head of lower school and the examination officer, no members of staff are authorised to deal with examination materials.
- Examination question papers will be stored in the barred and padlocked filing cabinets within the safe room. Other materials will be stored in the safe room.
- A log will be kept of when secure materials are taken from and, when needed, returned to the safe room throughout the time the material is confidential.