



ENGAGE, INSPIRE,  
DEVELOP AND SUPPORT

## STORING EXAMINATION MATERIAL POLICY

Exam Officer:	<i>[Signature]</i>
Board Member:	<i>Chair</i>
Date:	<i>4/5/2017</i>
Signed by:	<i>[Signature]</i>

**Conditions for storing written question papers and any other confidential material**

<b>Secure storage room</b>		
<b>Requirement - 'a box within a box'</b>	<b>Note</b>	<b>Extra notes</b>
<p><b>A secure <u>room</u> solely assigned to exams</b></p>		<p>The room <b>must</b> only contain exam related material and access <b>must</b> be restricted to members of staff directly involved in the administration of examinations (2 to 4 key holders only). A large cupboard is acceptable provided someone can walk into it, close the door behind them and sort confidential exam material in private. A second box built around the secure storage unit is not appropriate. The room cannot house any other items or equipment e.g. a server, a boiler, electrical units or any archive material.</p>
<p><b>Walls, ceiling and floor of strong, solid construction</b></p>	<p>Stud partition walls are only acceptable with metal reinforcement.</p>	<p>Unless a wall is solid brick it <b>must</b> be reinforced with metal. JCQ does not specify the type or thickness of the metal but it <b>must</b> be metal sheeting or strong, heavy duty mesh. There is no requirement to cover it over afterwards; it can be as simple as just fixing the sheeting to the surface of the walls in the room. Please note MDF <b>is not</b> considered sufficiently robust.</p>
<p><b>Solid door or reinforced door with:</b></p> <p>Strong secure/heavy duty hinges; <b>and</b></p> <p>Security lock e.g. 5 lever mortice lock <b>or</b> coded keypad lock <b>or</b> electronic security lock; <b>and</b></p> <p>2 to 4 key holders only</p>	<p>A hollow panel door would require extra metal reinforcement.</p>	<p>The metal sheeting <b>must</b> be screwed on the inside of the panel door.</p> <p>Cylinder locks <b>are not</b> acceptable.</p>
<p><b>The following <u>must</u> also be met (where applicable):</b></p> <p>If question papers are stored in a room with windows, which are easily accessible, bars <b>must</b> be fitted <b>or</b> the room alarmed. If the room has a glass panel in or above the door, e.g. for health and safety reasons, the glass <b>must</b> be toughened safety glass.</p>	<p>Upper floor window(s) with a balcony or flat roof <b>must</b> be fitted with bars <b>or</b> the room alarmed.</p> <p>The room <b>must not</b> have a door which directly leads out to the exterior of the building.</p>	<p>There <b>must</b> be at least 2 keys rather than 1 key with 2 or more members of staff with access to it. Centres <b>must not</b> keep a spare set of keys in a cabinet or safe which can be accessed by members of staff who are not involved in exams administration. Keys <b>must</b> either be kept on the key holder's person or kept in a coded key safe which is only accessible to the designated key holders.</p>

## Conditions for storing written question papers and any other confidential material

Secure storage unit		
Requirement - 'a box within a box'	Note	Extra notes
<p><b>The secure room (s) must contain one of the following: (with 2 to 4 key holders only)</b></p> <p>Strong non-portable safe</p> <p><b>or;</b></p> <p>Non-portable security cabinet with multi-point locking system</p> <p><b>or;</b></p> <p>Metal cabinet with <b>full length external locking bar</b>, bolted to wall or floor</p> <p><b>or where a centre has large numbers of question papers to store:</b></p> <p>Metal security screen, e.g. roll down shutter, <b>directly in front of open shelving</b></p>	<p>Small safes <b>must</b> be fixed securely in place.</p> <p>A full length external locking bar will ensure that question papers are stored in a secure environment at all times.</p>	<p>The small lockable boxes you often find in hotel rooms <b>are not</b> suitable.</p> <p>A multi-point locking system means a cabinet with thick heavy duty bolts in the door (not a slim internal bar).</p> <p>A filing cabinet requires a full length external locking bar that runs the entire length of the centre of the cabinet.</p> <p>A standard wardrobe style cabinet requires an external locking bar across the entire width of the cabinet. These cabinets can be purchased with a pre-fitted bar that runs the entire length covering the point where the doors meet.</p> <p>The screen <b>must</b> be directly flush against the shelving, in effect creating a cabinet. It <b>cannot</b> be directly behind or in front of a door.</p>

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Centres **must** refer to the JCQ publication *Instructions for conducting examinations*.