

Procedures for dealing with examination papers

Arrival

- 1 On arrival all packages or exam papers or exam materials must be given to the Examinations Officer. Reception must sign the log detailing the number of packages received and the tracking number from the package(s).
- 2 The Examinations Officer will check the contents of the packages against the Delivery Note. Any discrepancy will be notified to the appropriate exam board immediately by the Examinations Officer.
- 3 All external exam papers and material will be stored under conditions which comply with the regulations of the various examination boards.
- 4 Access to the examination cupboard and the steel cabinets will be restricted to the Examinations Team.
- 5 The Examinations Team will ensure that the appropriate exam papers/materials will be available on the day of a specific exam.

Despatch

- 1 All examination papers will be delivered to the exam room or invigilators in accordance with the guidelines specified on the "Examinations Procedures" sheet. At the end of the exam session the invigilator will take all spare papers/completed scripts and spare stationery to the point designated by the exams officer.
- 2 Scripts will be stored in a secure place until ready to be packaged.
- 3 The Exams Officer will ensure that the attendance lists are completed from the registers taken in the exams and that all scripts are packaged in the correct order with the appropriate attendance list in the correct envelope.
- 4 All envelopes containing completed exam scripts will be locked in a secure place until ready to be collected by parcel force.
- 5 Envelopes will be collected by the officially designated carrier each day by arrangement with the Office manager or other designated person. An appropriate entry will be made in the Parcelforce exams log.
- 6 Only the Examinations team will have access to completed scripts once they have been collected in the examination room(s).

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- 7 The Examination officer will release spare copies of exam papers to the appropriate Head of Department only after all clashes or delayed papers have been completed (eg in the case of pupils with overnight supervision).

Distribution

- 1 When pre-release material arrives in school, the exams officer will inform the head of department that it has arrived, and when they are permitted to access the material. The HOD will inform the exams officer when they would like the material. The material will be signed out to the HOD when it is given to the HOD, and signed back in and returned to secure storage when it is given back to the exams officer (if necessary).
- 2 When removing exam packs from the secure store, the date, tier and code will be checked against the registers for that session.
- 3 Exam trays will be prepared in the hour before the exam begins. Using the session summaries that have previously been prepared, the packets will be opened and distributed into the trays where they are needed. Before each pack is opened, the code, tier and date will be checked again.
- 4 At the end of the exams, the invigilators will return the exam trays to the designated return point, where the papers for each exam will be collated and packed according to the relevant awarding bodies regulations. Seating plans and completed registers will be retained in a file for as long as designated by the JCQ instructions.