



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.
- 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 Officer, Director of Assessment & Learning, the relevant Assistant Head and the Deputy Business Manager.
- 5 The Examinations Officer will ensure that the appropriate exam papers/materials will be available on the day of a specific exam. In the absence of the Examinations Officer, the Director of Assessment & Learning will liaise with the Assistant Head (Exams).

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 School Office and give to the Office manager.
- 2 Scripts will be stored in a secure place until ready to be packaged.
- 3 The Office manager 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 Examination officer and the Office manager will have access to completed scripts once they have been collected in the examination room(s).
- 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).