



WALTHAMSTOW HALL
SEVENOAKS

EXAMINATIONS: SECURITY OF PUBLIC EXAMINATION PAPERS (School only Policy)

- All envelopes and boxes containing confidential material are signed for in the School Office. The material is logged as soon as it arrives and a record is kept recording each delivery.
- Confidential material is **immediately** locked away in the School Office and the Exams Officer notified of its arrival.
- The Exams Team move it to the secure Exams Office at the earliest opportunity.
- Only the Exams Team has access to the room and cabinet and entry to the Office is restricted.
- It is then carefully opened and checked against both the delivery note and the School spread sheet of entries. Any discrepancies, irregularities or damage to the assessment material are reported to the relevant examination board at once.
- If the Team are happy with the delivery, it is recorded and ticked off against the entry record and securely stored in the 'box within a box' and kept safe until the day of the examination.
- For 'live assignments' (such as oral topics, EMPAs etc) which are required to be opened in advance and held for use over a period of time, it is essential that they are:
 - Collected at the end of the assessment session
 - Not removed from the Centre
 - Kept in the secure conditions in the Exams Office
 - Logged in and out of the Office
 - Regularly checked to see that they are free of annotation.
- Any secure material downloaded from the internet must be either held in the secure cabinet in the Exams Office or on the central secure staff area with access rights strictly limited to the relevant staff connected with the assessment.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements

Reviewed June 2020
Next Review Date June 2021

Signed: Date:

Mrs J Adams
Chairman of the Governing Body