

Examinations

SECURE STORAGE ACCESS

Reviewing Member of Staff: Mrs H Green **Examinations Officer**

Head of Centre: Dr A Evans

Date Updated: 13/10/2025

Review Date: Autumn Term 2026

This document is reviewed annually to ensure compliance with current regulations

Key Holders

Role	Name(s)
Examinations Officer	Mrs H Green
Deputy Examinations Officer	Mrs C Whiteley
Lead Invigilator	Mrs A Graham
Lead Invigilator	Mrs L Hope
Lead Invigilator	Mrs L Lewis
Lead Invigilator	Mrs J Simpson

Key Holders' training

The Key Holders listed on the first page have read and understood the section listed below from the *JCQ Instructions for Conducting Examinations 2025-2026* (ICE). They are the only staff authorised to access the Exams Secure Store. Key Holders have also viewed the training made available from Pearson:

<https://www1.edexcel.org.uk/pages/training/academic/index.html>

Keys for the Exams Secure Store are kept within the Exams Office in a key-coded safe (secured to the wall) to which the six members of staff have access to. No keys are taken off site.

The JCQ Instructions for Conducting Examinations (ICE)

1 Keeping question papers and other examination materials secure

- 1.1 The following instructions apply to all confidential materials to ensure the integrity and security of the examinations. This includes question papers in any format.
- 1.2 Awarding bodies must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk. This includes any natural disaster, fire, theft, loss, damage or other circumstance which places the existing accommodation or secure storage of examination materials at risk.
- 1.3 Centres must be able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials.
- 1.4 Centres must ensure that envelopes and boxes containing confidential materials are signed for. A log must be kept at the initial point of delivery of confidential materials. Each awarding body's deliveries and the number of boxes received must be logged. The JCQ has produced Materials Receipt Logs for centres to use for this purpose. These can be found at: <https://www.jcq.org.uk/exams-office/ice-instructions-for-conducting-examinations/>
- 1.5 The Head of Centre must ensure that appropriate arrangements are in place so that confidential examination materials are only handed over to authorised members of staff. Care must always be taken to ensure the security of materials.
- 1.6 On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the Exams Secure Room for checking and transferred to the Centre's secure storage facility (see sections 2 and 3). Care must be taken when handling question paper packets to ensure the packaging is not damaged. It is for the Head of Centre to set out the appropriate terms of authorisation for members of Centre staff.
- 1.7 Only persons authorised by the Head of Centre and the Exams Officer must be allowed access to the Centre's secure storage facility.
- 1.8 Examination materials must only be accessed in accordance with the awarding bodies' specific instructions.
- 1.9 Modified question papers may arrive separately from the main despatch of question papers.

2 Checking and arranging question paper packets

- 2.1 When question paper packets are removed from the despatch packaging, they must be checked carefully and a log of the check kept. The question paper packets must be checked against the awarding body's despatch note and the Centre timetable or entries. Checking must take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff, the material still in its despatch packaging must be transferred immediately into the secure storage facility until it can be checked.
- 2.2 The checking must take place no later than the next working day and must be undertaken in the secure room.
- 2.3 Following checking, question paper packets must be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility.
- 2.4 Question papers must always be kept in their sealed packets until signed out for the appropriate exam session.
- 2.5 The awarding body must be informed immediately if there are any problems: e.g.
 - a. It appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security
 - b. There are any differences between the material received and the despatch/delivery note
 - c. The material has been significantly damaged in transit or on opening
 - d. The material appears not to meet the centres requirements
 - e. The material has been received in error

3 The secure room and the secure storage facility

- 3.1 Question papers and pre-release materials issued by the awarding bodies must always be stored at the Centre's registered address in a secure room with a secure storage facility, e.g. safe, security cabinet.

The Secure Room

The secure room must only be used for the purpose of administering secure examination materials. Access to the secure room must be restricted to two to six Key Holders, one of whom must be the Exams Officer. The two to six Key Holders must be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.

Facilities staff may have access to the secure room either as a named Key Holder or accompanied by the Key Holder.

The Secure Storage facility

Access to the secure storage facility must be restricted to between two and six Key Holders, one of whom must be the Exams Officer.

The two to six Key Holders must either be part of the Exams Office Team or the Senior Leadership Team. A Key Holder from the Exams Office Team must be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials, the door to the secure room must be closed.

- 3.2 The National Centre Number Register Team, ncn@ocr.org.uk, which is administered by OCR on behalf of the JCQ-awarding bodies AQA, CCEA, OCR, Pearson and WJEC, must be informed no later than 6 weeks prior to a Centre moving to a new address or relocating the secure storage facility. As a result of this notification, a Centre inspection will take place.
- 3.3 The Centre's secure storage facility must have the capacity to hold up to three weeks of question papers and any other confidential material.
- 3.4 The Centre's secure storage facility must only contain current and 'live' confidential awarding body material. Past examination question papers, internal school tests and mock examinations must not be kept in the Centre's secure storage facility.
- 3.5 Mock examinations and internal school tests may be stored in the secure room, but must always be kept separately from 'live' awarding body material and be clearly identified.
- 3.6 Question papers must always be kept in their sealed packets until signed out for the appropriate exam session.
- 3.7 Examination stationery, e.g. answer booklets and formula booklets, must be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is not mandatory.
- 3.8 In an emergency situation where the secure room and the secure storage facility cannot be accessed and the Centre will need to invoke a contingency arrangement, the JCQ Centre Inspection Service must be contacted immediately.