

Arrangements for Secure Storage of Examination Papers/Scripts

Purpose

The purpose of these arrangements is to ensure that all examination papers/scripts are stored securely to maintain confidentiality and prevent any unauthorized access.

Storage Area

- a. The storage area should be a locked room, cabinet or container accessible only to authorized personnel.
- b. The storage area should be dry and free from pests, humidity, and direct sunlight.
- c. The storage area should have a limited number of keys and only accessible to authorized personnel.
- d. The storage area should have controlled access, monitored by CCTV or an alarm system.

Procedures for Storage

- a. Exam papers/scripts should be sorted and counted before being placed in the storage area.
- b. Exam papers/scripts should be stored in labelled boxes or envelopes, indicating the date and type of exam, the class, and the teacher's name.
- c. Exam papers/scripts should be arranged in such a way that they cannot be accessed without disturbing other materials, making it easy to detect any unauthorized access.
- d. Exam papers/scripts should not be removed from the storage area without written authorization from the authorized personnel.

Personnel

- a. Only authorized personnel should have access to the storage area.
- b. Authorized personnel should be responsible for ensuring that the storage area is kept secure and that exam papers/scripts are stored in the correct boxes/envelopes.
- c. Authorized personnel should maintain a record of all access to the storage area, including dates and times, reasons for access, and the names of the individuals accessing the storage area.

Monitoring

- a. The storage area should be periodically checked to ensure that the exam papers/scripts are still in the correct boxes/envelopes and that no unauthorized access has occurred.
- b. CCTV or alarm systems should be regularly checked to ensure that they are working correctly.

Training

- a. All personnel involved in the storage and handling of exam papers/scripts should receive training on the importance of confidentiality and security measures.

b. Personnel should be trained on the proper procedures for sorting, labelling, and storing exam papers/scripts.

By implementing these arrangements for secure storage of examination papers/scripts, we can ensure that the integrity of the examination process is maintained and that all materials remain confidential and secure.