**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.