 CENTRE POLICY FOR RECEIVING, CHECKING AND STORING EXAMINATION PAPERS AND MATERIALS SAFELY AND SECURELY.

• ALL DELIVERIES FOR THE EXAMINATIONS OFFICER TO BE RECEIVED VIA FRONT DOOR

• RECEPTION TO SIGN FOR DELIVERY AND COMPLETE EXAM PARCELS LOG BOOK ONCE DELIVERY HAS TAKEN PLACE

• INFORM EXAMINATION OFFICER/HOC IMMEDIATELY DELIVERY HAS BEEN MADE SO PARCELS CAN BE MOVED TO THE SECURE STORAGE AREA

• IF THE EXAMINATION OFFICER IS NOT AVAILABLE STAFF SHOULD CONTACT OTHER SECURE STORAGE KEY HOLDERS: SALLY ALEXANDER. IF THEY CAN NOT BE CONTACTED THEN THE PARCELS SHOULD BE PLACED IN A LOCKED/SECURE PLACE WITH LIMITED ACCESS AND MESSAGES LEFT WITH THE ABOVE.

• EXAMINATIONS OFFICER TO CHECK QUESTION PAPERS AND EXAMINATION MATERIAL CAREFULLY AGAINST AWARDING BODY PACKING NOTES

• EXAMINATIONS OFFICER TO INFORM THE AWARDING BODIES IMMEDIATELY IF THERE ARE ANY PROBLEMS WITH THE DELIVERY

• IF QUESTION PAPERS CANNOT BE CHECKED IMMEDIATELY UPON RECEIPT THEY MUST BE LOCKED AWAY IN THE SECURE STORAGE AREA

• ANY COURIER DELIVERIES MADE AFTER 4PM (3.30PM ON FRIDAYS) SHOULD NOT BE ACCEPTED, AND THE COURIER SHOULD BE ASKED TO RE-DELIVER THE NEXT WORKING DAY.

This policy updated 9th June 2020

By Chair of Governors Kirstie Berry

To be reviewed 9th June 2021