



Dorin Park School

**CONFIDENTIAL MATERIALS PROCEDURE**  
**DORIN PARK SCHOOL**  
*(Exams/Assessments Suite)*

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**REVIEWED:** Leadership Group

**DATE:** SPRING 2019

**NEXT REVIEW DATE:** SPRING 2020

*This document is reviewed annually to ensure compliance with current regulations*

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### Receipt of confidential materials

- Envelopes and boxes containing confidential materials are signed for
- A log is kept at reception, recording the delivery of confidential materials
- Each awarding body's deliveries and the number of boxes received is logged
- Confidential materials are delivered only to those authorised by the head of centre
  - For our centre, the authorised members of staff are:
    - **Office Manager and Reception**
    - **The Exams Officer**
    - **Jane Rowlinson (Assistant Headteacher)**
- If the **Exams Officer** or **Jane Rowlinson** are not immediately available to collect packages from reception, these will be locked away out of sight until they can be collected, checked and put into the secure storage unit

### General instructions for storage of confidential materials

- Examination materials will be stored securely at all times
- Examination materials will only be accessed in accordance with the awarding body's specific instructions
- Only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility
  - Those authorised/with keys to the centre's secure storage facility are:
    - **The Exams Officer**
    - **Jane Rowlinson (Assistant Headteacher)**
- Our centre will maintain the confidentiality of candidate responses and candidate details
- Our centre will ensure that all timed assignments are stored securely both before and after examination sessions

### Checking question paper packets

The **Exams Officer** will check question paper packets.

On receipt, checking of question paper packets and examination materials will occur. This will be happen in our centre's secure storage facility. The awarding body will be informed immediately if there are any problems/discrepancies. The materials will remain in our centre's secure storage facility until the day of the examination.

If it is not possible to check question paper packets immediately upon receipt, they will be locked away in our centre's secure storage facility until the **Exams Officer** is available to make the necessary checks.