



Dorin Park School

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

REVIEWED: Leadership Group

DATE: SPRING 2020

NEXT REVIEW DATE: SPRING 2021

This document is reviewed annually to ensure compliance with current regulations

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**
 - **Sarah Adam (Assistant Headteacher)**
- *If the **Exams Officer** or **Sarah Adam** are not immediately available to collect packages from reception, the packages will be locked away in the office safe (access to which is restricted to the Office Manager and Reception) until they can be collected, checked (in the secure room) and stored in our secure storage facility*

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**
 - **Sarah Adam (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 in the presence of **Sarah Adam**.

On receipt, checking of question paper packets and examination materials will occur. This will happen in our centre's secure room. 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 in the presence of **Sarah Adam**.