



# 65l. Exam paper Receipt Procedure

Date adopted: September 2023

Next review: September 2025

See EOTAS policy control document (held by the Business Manager) for status, notes and actions pertaining to this policy



# Exam paper Receipt Procedure

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Adopted	September 2023	Headteacher	Adoption of Exam paper Receipt Procedure



## Contents

Exam & Assessment Papers Receipt Procedure.....	4
When the delivery arrives.....	4
Exam correspondence received log .....	5



## Exam & Assessment Papers Receipt procedure

This procedure is to ensure the safe receipt and initial secure storage of incoming exam and assessment papers.

Ahead of Exam papers being received, the Exam officer will liaise with the exam bodies to create a schedule of when exam papers are expected to be delivered.

This will be copied to all the Business Support Team (BST) at each site so that they are aware of any expected deliveries due.

The Exam Officer will review this at the beginning of each week to see if any papers are expected to be delivered in the week. If papers are due, the Exam Officer will email all BST to make them aware of impending deliveries.

At the end of the week, or if a specific day is given, at the end of that day, BST will report to the Exam Officer if no delivery has been received.

The BST Office at Fernbrook has a log for papers received. (See attached)

### When the delivery arrives

- The member of BST receiving the boxes/packages will complete the row as soon as the delivery arrives, including date, time, number of packages and their initials.
- They will contact the Exam Officer straight away to alert them to the delivery. They will confirm that this has happened on the log sheet – **if no one is available to put the items in secure exam storage the delivery should be refused.**
- The boxes/packages will not be opened by BST.
- If the Exam officer is not at the site, the member of BST will contact the Head (Juliette Baldwin) with responsibility for Exams. The Exam Officer and the Head are the only staff with keys to the secure exam storage room.
- The Exam Officer (or Head if the Exam Officer is not on site) will move the boxes/packages to the secure exam room.
- The person storing the papers will enter the time that the papers have been secured and initial the log.
- The Exam Officer, when available, will always double-check the log together with the secured boxes/packages and enter their initials and date and time when this is completed onto the log.

***This ends the process for receipt of papers.***

The Exam Officer will check the papers in the secure storage and keep them stored securely until they are required for the exam itself.

This process is addendum to the EOTAS Exam Policy





