



65l. Exam paper Receipt Procedure

Date adopted: November 2025

Next review: November 2026

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
2.0	Amended	18.11.2024		This is a procedure not a policy, date of review amended, however the procedure will always remain the same unless JCQ make changes to the process
3.0	Reviewed	10.11.2025		Amended procedure due to an increase in keyholders



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.

Where possible, having received the information from the exam boards, the Exams Officer will inform BST when to expect the arrival of papers.

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 who has been assigned as a keyholder will immediately place the Exams Material in the Exam secure storage and immediately notify the Exams Officer.
- 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



Exam correspondence received log

Please check that all deliveries received are addressed to your centre and are intact. If there are any problems with the delivery you must inform the exams officer (Michelle Jennings extension 316) immediately.						Action Taken	
Date & Time delivery received	Name of Staff member receiving delivery	Tracking number/courier	Number of boxes/packages received i.e. envelope or boxes (number received)	Time and date Exam Officer Notified	Awarding Body (if known)	Initials of person taking delivery to Secure Room (date and time)	Date and Time Exam officer opened material


