The journey of a question paper through the centre

1 **Question papers arrive in centre.**

2 Staff must sign for the delivery of question papers as soon as they arrive – including how many boxes have been delivered.

If there is no key holder on site, do not accept the delivery.

3 Staff should use either the JCQ *Exam Materials Receipt Log – Point of Delivery* form, or a similar centre devised form.

Only authorised staff can handle the materials.

4 Make sure the facilities or reception staff know to contact the exams officer or exams team when question papers are delivered.

5 **Papers must be moved to secure storage immediately.**

6 The question paper packets must be checked in your secure room. Check the packets against the awarding body's despatch note and your centre timetable.

The JCQ form *Exam Materials Receipt Log – Exams Officer* could be used for this.

Note: Only authorised staff are allowed in. A maximum of six people can have a key to the secure storage facility.

7 **You must not open the question paper packets.**

8 Ideally, you should check the question paper packets on the day they are received. You must check the question paper packets by no later than the next working day.

No issues noted

Issue noted

9 Arrange in timetable order.

9 **Notify the relevant awarding body immediately.**

10 **Lock in secure storage.**

Store question papers unopened and in date order.

11 All confidential material must be stored in your secure storage facility.

12 Answer booklets and formula booklets must be kept in the secure room.

13 Only live material can be kept in your secure storage facility. Mocks or past papers can be kept in the secure room but away from live awarding body materials.