



## After the exam checklist

### After the exam

Tell candidates to stop working. Remind them they are still under exam conditions

Instruct candidates to make sure they have put all necessary information on their script and attached any additional sheets

Collect all scripts

Check the names against the attendance register

Make sure there is a script for every candidate

Pack scripts in the order shown on the attendance register

Check that candidates have given their correct name and centre number

Keep scripts secure

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Return any unused examination stationery/answer booklets to the secure room

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Candidates must only be allowed to leave the examination room if the secure period has ended

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### Packing scripts

Use the envelope provided by the relevant awarding body to return scripts

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Make sure all scripts are included

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Pack scripts for each component/unit in a separate envelope

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Pack all scripts for a component/unit together, including any candidates sitting the exam in a separate room/venue

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Enclose the relevant attendance register

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Make sure cover sheets are attached where necessary

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Use the pre-addressed label sent by the awarding body

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Use only one label per package

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Do not combine packages – if there are too many scripts for the envelope, the awarding body will send you additional labels

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## **Sending scripts**

Despatch scripts on the same day as the exam wherever possible

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Keep scripts in secure storage until they can be despatched

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If you do not use the yellow label service, make sure you obtain proof of postage

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## **Parcelforce collection arrangements**

Arrange exam script collections with Parcelforce Worldwide before every exam series

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Agree a collection time window and pick-up point

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Book additional ad-hoc collections for early exams or externally marked non-examination assessments

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For ad-hoc collections, record each booking reference number on the despatch log

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Store packages securely until the driver arrives.

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