

Removing question paper packets from secure storage

JCQ Instructions for conducting examinations, section 5



Question paper packets must not be removed from the centre's secure storage facility and taken to the designated examination room(s) any earlier than **60 minutes** prior to the awarding body's published starting time for the examination.

They must only be opened in the designated examination room(s).

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Always follow these regulations unless you need to administer one of the arrangements below.



For the arrangements listed below, you may remove question paper packets from the centre's secure storage facility and open in the secure room within **90 minutes** of the awarding body's published starting time.

Prior permission from an awarding body is not required.

Splitting question paper packets

Question paper packets need to be split to make them up into more appropriately sized sets for different examination rooms on one or more sites
(ICE 5.3)

Coloured/enlarged question paper

A candidate requires a question paper on coloured paper and/or enlarged from A4 to A3
(ICE 5.4)

Computer reader

The candidate has an approved online application for a computer reader
(ICE 5.5)

Alternative site

An examination will be conducted at an address other than the centre's registered address – alternative site arrangement
(ICE 11.3)

Use a non-interactive electronic (PDF) question paper. This will ensure better print quality and reduces the possibility of errors when collating and stapling.

Arrangements for handling electronic question papers are covered in JCQ ICE, section 4.



Do not leave question papers unattended at any time



Care must always be taken to ensure the security of the question papers

When opening question paper packets within **90 minutes** of the awarding body's published starting time for the examination the following conditions must be met:



Question paper packets must be opened in the secure room and not in the examination room(s)



As few packets as possible should be opened



The question paper packet must be re-sealed and placed back into the centre's secure storage facility



Where a question paper is being photocopied, the integrity and security of the question paper must be maintained during the process. Copying must be undertaken in a secure area, and the question paper transported in a sealed non-transparent envelope marked clearly with the exam details on the outside of the envelope



Unless the question papers being removed are required for an alternative site, they must be taken to the examination room(s) as close to the start of the examination as possible and **no earlier than 60 minutes** prior to the awarding body's published starting time for the examination



The question papers extracted from the packet must be taken to the examination room(s) in a sealed non-transparent envelope with the exam details on the outside of the envelope

Remember: two people must always check the question paper packet before it is opened. You must record this second pair of eyes check.



Do not leave question papers unattended at any time

