Exam Storage policy

Henry David Learning

Woodfield School

August 2026 – August 2027

Amendments made: August 2025
Review due August 2026
Reviewed by: Sandie Cross
Amendments made: August 2026
Reviewed by: Deb Wilson
Review date: August 2027
Signed off by Proprietary Body

Arrangements at Woodfield School

At Woodfield School there are allocated secure storage facilities that fully meet the JCQ requirements.

- There is a lockable Exam Room which is located in the Staff Office
- The Exam Room has 2 key holders only; the Principal/Head of Centre, the other is the Exams Officer
- Inside the Exam Room there is a lockable safe fixed to an external wall. There are 2 keyholders; the Principal/Head of Centre and the Exam Officer.

Woodfield School currently access the Entry Level assessment papers by downloading them from a secure website. The Exams Officer/Administrator is responsible for the downloading, checking of papers and their security thereafter.

Level 1-2 exam papers are downloaded by the Exams Officer/Administrator from a secure website, and all electronic exam papers and mark schemes are password protected. Passwords are never sent via email – any requests are responded to by telephone.

The relevant exam papers are printed out in readiness for the exam, placed in a labelled envelope and placed in the secure storage facility. The envelopes will be clearly marked as ‘Confidential exam materials’ with an indication as to the contents i.e. ‘Level 1 Maths’ and the date and time on which the exam is to take place.

Only persons authorised by the principal, and the Exams Officer/Administrator are allowed access to the centre’s secure storage facility.

Question papers should be kept in their sealed packets and, wherever possible, opened in front of candidates. It is the responsibility of the Exam Officer/Administrator to keep assessments and candidates work secure and confidential at all times whilst in their possession.

All completed and marked exam papers should be sent by recorded delivery, in accordance with Woodfield School and Awarding body guidance.

Completed Entry Level Exam Papers are stored in the lockable safe in the Staff Office, with the previous year’s exam papers available on request to examining boards. Past papers are then archived and kept for three years before being destroyed as per regulations.

Monitoring and Review

This policy will be reviewed annually by the Principal and the Exam Officer, or sooner if awarding organisation requirements, legislation or school procedures change. The date of the next review is August 2027.