

Conditions for storing written question papers and any other confidential material

Secure storage room		
Requirement - 'a box within a box'	Note	Extra notes
<p>A secure room solely assigned to exams</p> <p>Walls, ceiling and floor of strong, solid construction</p> <p>Solid door or reinforced door with:</p> <p>Strong secure/heavy duty hinges; and</p> <p>Security lock e.g. 5 lever mortice lock or coded keypad lock or electronic security lock; and</p> <p>2 to 4 key holders only</p> <p>The following <u>must</u> also be met (where applicable):</p> <p>If question papers are stored in a room with windows, which are easily accessible, bars must be fitted or the room alarmed. If the room has a glass panel in or above the door, e.g. for health and safety reasons, the glass must be toughened safety glass.</p>	<p>Stud partition walls are only acceptable with metal reinforcement.</p> <p>A hollow panel door would require extra metal reinforcement.</p> <p>Upper floor window(s) with a balcony or flat roof must be fitted with bars or the room alarmed.</p> <p>The room must not have a door which directly leads out to the exterior of the building.</p>	<p>The room must only contain exam related material and access must be restricted to members of staff directly involved in the administration of examinations (2 to 4 key holders only). A large cupboard is acceptable provided someone can walk into it, close the door behind them and sort confidential exam material in private. A second box built around the secure storage unit is not appropriate. The room cannot house any other items or equipment e.g. a server, a boiler, electrical units or any archive material.</p> <p>Unless a wall is solid brick it must be reinforced with metal. JCQ does not specify the type or thickness of the metal but it must be metal sheeting or strong, heavy duty mesh. There is no requirement to cover it over afterwards; it can be as simple as just fixing the sheeting to the surface of the walls in the room. Please note MDF is not considered sufficiently robust.</p> <p>The metal sheeting must be screwed on the inside of the panel door.</p> <p>Cylinder locks are not acceptable.</p> <p>There must be at least 2 keys rather than 1 key with 2 or more members of staff with access to it. Keys must be kept on the key holder's person and not in a cabinet or safe. Centres must not keep a spare set of keys in a safe which can be accessed by members of staff who are not involved in exams administration.</p>

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Secure storage unit		
Requirement - 'a box within a box'	Note	Extra notes
<p>The secure room (s) must contain one of the following: (with 2 to 4 key holders only)</p> <p>Strong non-portable safe</p> <p>or;</p> <p>Non-portable security cabinet with multi-point locking system</p> <p>or;</p> <p>Metal cabinet with full length external locking bar, bolted to wall or floor</p> <p>or where a centre has large numbers of question papers to store:</p> <p>Metal security screen, e.g. roll down shutter, directly in front of open shelving</p>	<p>Small safes must be fixed securely in place.</p> <p>A full length external locking bar will ensure that question papers are stored in a secure environment at all times.</p>	<p>The small lockable boxes you often find in hotel rooms are not suitable.</p> <p>A multi-point locking system means a cabinet with thick heavy duty bolts in the door (not a slim internal bar).</p> <p>A filing cabinet requires a full length external locking bar that runs the entire length of the centre of the cabinet.</p> <p>A standard wardrobe style cabinet requires an external locking bar across the entire width of the cabinet. These cabinets can be purchased with a pre-fitted bar that runs the entire length covering the point where the doors meet.</p> <p>The screen must be directly flush against the shelving, in effect creating a cabinet. It cannot be directly behind or in front of a door.</p>