

SOP Template: Exam Materials Security and Distribution Procedures

This SOP details the **exam materials security and distribution procedures**, covering the secure handling, storage, and transportation of exam papers and related materials. It includes protocols for controlled access, inventory management, distribution schedules, and accountability measures to prevent unauthorized access or tampering. The goal is to maintain the integrity and confidentiality of exam materials throughout the entire examination process.

1. Purpose

To outline procedures for the secure handling, storage, and distribution of exam materials, ensuring the integrity and confidentiality of exams are maintained at all times.

2. Scope

This SOP applies to all staff involved in the creation, handling, storage, transportation, and distribution of examination papers and associated materials.

3. Responsibilities

- **Examination Coordinator:** Overall responsibility for exam security and compliance with this SOP.
- **Exam Materials Custodian:** Manages secure storage, inventory, and distribution of materials.
- **Distribution Team:** Handles transportation to exam venues as per protocol.
- **Invigilators/Proctors:** Receives, verifies, and returns sealed exam materials on exam day.

4. Procedures

4.1 Preparation and Inventory

- Prepare exam papers and supporting materials in a secure, restricted area.
- Assign a unique identification code to each exam packet.
- Document quantities and identification codes in the exam materials inventory log (see sample below).

4.2 Secure Storage

- Store all exam materials in a secure, access-controlled safe or room.
- Limit access to authorized personnel only; maintain an access log.
- Ensure the storage area is under surveillance or routinely monitored.

4.3 Controlled Access

- Authorize personnel in writing; review authorization quarterly.
- Maintain an access register recording name, date, time in, time out, and reason for access.

4.4 Distribution

- Schedule distribution to exam venues with clear times and responsible persons.
- Transport materials using secure, tamper-evident packaging.
- Require signature upon release and receipt of materials at each transfer point.

4.5 Collection and Return

- Collect all exam papers, unused or used, immediately after the exam.
- Verify inventory against distribution records.
- Store returned materials securely until authorized destruction or archiving.

5. Accountability and Incident Reporting

- Maintain complete records of all exam material transactions and access.
- Report any discrepancies, loss, or signs of tampering immediately to the Examination Coordinator.

- Conduct investigations as required and document actions taken.

6. Sample Forms

Date	Material ID	Action	Person Involved	Signature
2024-06-01	EXAM202406-0123	Checked Out	John Doe	_____
2024-06-02	EXAM202406-0123	Returned	Jane Smith	_____

7. Review and Training

- Review this SOP annually or after incidents.
- All personnel must be trained in relevant procedures before handling exam materials.

8. References

- Examination Board Security Policy
- Data Protection and Confidentiality Guidelines