Standard Operating Procedure (SOP): Secure Distribution and Collection of Assessment Materials

Purpose

This SOP details the **secure distribution and collection of assessment materials**, covering protocols for handling exam papers, assignment sheets, and other evaluation documents. It emphasizes maintaining confidentiality, preventing unauthorized access, ensuring timely and accurate distribution to candidates, overseeing supervised collection, and securing materials post-assessment. The objective is to uphold the integrity of the assessment process and protect sensitive academic information from breach or tampering.

Scope

This SOP applies to all staff involved in preparing, distributing, invigilating, and collecting assessment materials for academic assessments within the institution.

Responsibilities

- **Assessment Coordinator:** Oversees overall implementation and compliance.
- **Academic Staff:** Prepares assessment materials and ensures secure transfer to authorized personnel.
- **Invigilators:** Responsible for secure handling, distribution, collection, and return of materials during assessments.
- **Security Personnel:** Ensure controlled access to storage and transport areas if necessary.

Procedures

Step	Description	Responsible Party
1. Material Preparation	- Compile assessment materials and print necessary copies. - Mark each copy with a unique identifier or tracking code.	Academic Staff
2. Secure Storage Pre-Assessment	- Store materials in a locked, access-controlled location (e.g., secure room, safe). - Restrict access to authorized personnel only; log all entries/exits.	Assessment Coordinator, Security Personnel
3. Controlled Distribution	- Sign out materials to invigilators on the day of assessment using a distribution log. - Transport materials via secure means (sealed envelopes, lockable cases).	Assessment Coordinator, Invigilators
4. Supervised Distribution to Candidates	- Distribute materials directly to candidates in exam venues under supervision. - Confirm correct quantities, resolve discrepancies immediately.	Invigilators
5. Collection Post-Assessment	- Collect all materials immediately as exams end; count and verify all items. - Record collection in the logs.	Invigilators
6. Secure Return and Storage	- Return materials to the secure location. - Store until grading is complete and ensure shredding or archiving per policy afterward.	Invigilators, Assessment Coordinator

Security & Confidentiality Measures

- Materials must never be left unattended or in unsecured areas.
- All handovers must be signed for by both parties.
- Personal electronic devices are prohibited when handling assessments, except as authorized.
- Report suspicious activity or potential breaches immediately to the Assessment Coordinator.

Incident Management

- Any loss, breach, or tampering must be reported immediately.
- Follow the institution's incident response protocol, including investigation and corrective action.

Records & Documentation

- Maintain all logs and access records for at least one assessment cycle, or as required by policy.

Review & Updates

This SOP must be reviewed regularly, at least once annually, and updated as necessary to reflect changes in best practices or institutional policy.