# Standard Operating Procedure (SOP) Collection and Submission of Completed Assessments

## 1. Purpose

This SOP details the **collection and submission of completed assessments**, covering procedures for gathering assessment materials, verifying completeness and accuracy, organizing documentation, ensuring confidentiality and security, adhering to submission deadlines, and proper handover to designated authorities or departments. The objective is to streamline the assessment process, maintain data integrity, and facilitate timely evaluation and feedback.

## 2. Scope

This procedure applies to all staff involved in the administration, collection, and submission of completed assessment materials within the institution.

## 3. Responsibilities

| Role | Responsibility |
|---|---|
| Assessment Administrators | Collect, verify, and organize completed assessments. |
| Instructors/Evaluators | Ensure accuracy and integrity of assessment materials. |
| Records Officer | Maintain confidentiality and proper documentation. |
| Departmental Authority | Receive and officially log submitted assessments. |

## 4. Procedure

1. **Collection of Completed Assessments**
   a. Designate secure collection points for assessments.
   b. Collect all assessment materials promptly at the conclusion of the assessment session.
   c. Ensure the number of returned assessment papers matches the distribution register.
2. **Verification**
   a. Check assessments for completeness (e.g., all pages present, name, and student ID filled).
   b. Confirm that all required components or attachments (if any) are included.
3. **Documentation and Organization**
   a. Organize assessments chronologically and by group/class where appropriate.
   b. Complete an assessment submission log, listing details such as student name, ID, assessment title, date, and signature.
4. **Confidentiality and Security**
   a. Store assessments in a secure, restricted-access location until submission.
   b. Limit access to authorized personnel only.
5. **Submission**
   a. Adhere to specified submission deadlines.
   b. Prepare a submission package containing all assessments and the submission log.
   c. Handover the package to the designated authority/department, obtaining a date-stamped receipt or acknowledgment.
6. **Record Keeping**
   a. Maintain digital or physical records of the submission log and receipt for institutional records.

## 5. Confidentiality

All involved personnel must uphold strict confidentiality and comply with institutional data protection policies when handling assessment materials.

## 6. Related Documents

- Assessment Distribution and Collection Register
- Assessment Submission Log Template
- Institutional Data Protection Policy
- Assessment Guidelines and Marking Schemes

# 7. Review & Revision

This SOP shall be reviewed annually or as required to ensure relevance and compliance with institutional standards and regulations.