

SOP Template: Collection, Counting, and Return of Exam Scripts

This SOP details the procedures for the **collection, counting, and return of exam scripts**, ensuring accuracy and security throughout the entire process. It covers the proper handling and transportation of exam materials, verification of script quantities against attendance records, secure storage and documentation, and timely return or disposal of scripts following official protocols. The objective is to maintain the integrity of exam materials, prevent loss or tampering, and provide clear accountability at every stage of exam script management.

1. Scope

This Standard Operating Procedure applies to all personnel involved in the management of examination scripts, including invigilators, exam coordinators, administrative staff, and security personnel.

2. Responsibilities

- **Invigilators:** Collect and count scripts, verify against attendance, and report discrepancies.
- **Exam Coordinators:** Oversee process, ensure secure handling and transportation, maintain records.
- **Administrative Staff:** Manage secure storage, documentation, and eventual return/disposal.
- **Security Personnel:** Ensure safe transfer and safeguard materials during transfer.

3. Procedure

- 1. Preparation Before Exams**
 - Verify availability of all required materials (e.g., scripts, attendance lists, packaging supplies).
 - Brief all staff on procedures and assign roles.
- 2. Collection of Exam Scripts**
 - At the end of the exam, instruct candidates to remain seated until scripts are collected.
 - Systematically collect all scripts, ensuring none are left on desks or floor.
- 3. Counting and Verification**
 - Count all collected scripts in the presence of at least two staff members.
 - Cross-check script count against the attendance list and record totals.
 - Document and immediately report any discrepancies (e.g., missing or surplus scripts).
- 4. Packing and Documentation**
 - Place scripts in tamper-evident envelopes/bags, labeled with exam details (date, subject, room, number of scripts).
 - Complete a **Script Handover Log** with signatures of involved personnel.
- 5. Secure Transportation**
 - Transport scripts to the designated secure storage area or coordinator's office, accompanied by security if required.
- 6. Secure Storage**
 - Store scripts in a locked, access-controlled area.
 - Maintain a log of stored materials and access records.
- 7. Return or Disposal of Scripts**
 - Return scripts to marking personnel or authorized officials following institution protocols.
 - Upon completion of marking and post-assessment holding period, dispose of scripts securely as per guidelines (e.g., shredding or returning to students).
 - Record all transfers and disposals in the logbook.

4. Documentation

Document	Description	Responsibility
Attendance Sheet	Record of all candidates present at the exam.	Invigilator
Script Handover Log	Signed record of script counts and staff transfer.	Invigilator / Exam Coordinator
Storage Logbook	Entry/exit record of all script movements.	Administrative Staff
Disposal Certificate	Official documentation for script destruction.	Exam Coordinator / Admin

5. Security & Compliance

- Ensure scripts are never left unattended during collection and transportation.
- Restrict storage access to authorized personnel only.
- Comply with institutional, legal, and privacy requirements at all times.
- Immediately report any incidents of loss, tampering, or suspected breaches to the relevant authority.

6. References

- Institutional policy on examination conduct
- Data protection and privacy guidelines
- Examiner and marking protocols

7. Revision History

Date	Summary of Change	Approved By
2024-06-01	Initial template issued	Exam Office