

Standard Operating Procedure (SOP)

Submission, Storage, and Security of Completed Exam Scripts

This SOP details the **submission, storage, and security of completed exam scripts**, covering procedures for collecting exam papers from candidates, secure transportation to designated storage locations, and maintaining confidentiality and integrity throughout storage. The protocol ensures that exam scripts are handled systematically to prevent loss, damage, or unauthorized access, thereby upholding the fairness and reliability of examination assessments.

1. Purpose

To establish standardized procedures for the collection, secure storage, and management of completed exam scripts in order to safeguard integrity, confidentiality, and availability.

2. Scope

This SOP applies to all staff involved in the examination process, including invigilators, academic staff, and administrative personnel responsible for exam script handling within [Institution/Department name].

3. Responsibilities

- **Chief Invigilator:** Oversees script collection and initial verification.
- **Invigilators:** Collect scripts from students and hand them to the Chief Invigilator.
- **Examinations Office:** Receives and securely stores scripts.
- **Security Personnel (if applicable):** Escorts scripts during transportation.

4. Procedure

1. **Collection of Scripts:**
 - At the end of the examination, invigilators instruct all candidates to stop writing.
 - All answer booklets and supplementary sheets are collected from each candidate's desk.
 - Scripts are checked against the attendance sheet to ensure completeness.
 - Any discrepancies are documented and reported to the Chief Invigilator immediately.
2. **Verification and Packaging:**
 - Scripts are counted and checked for candidate identification numbers.
 - Scripts are bundled and sealed in tamper-evident envelopes or boxes labeled with course code, exam date, and venue.
 - A submission log is completed and signed by the Chief Invigilator and a witness (where applicable).
3. **Transportation to Storage:**
 - Sealed scripts are transported promptly by authorized personnel.
 - Where required, a security escort accompanies the scripts during transfer to the storage location.
 - Transfer is recorded in the movement log.
4. **Secure Storage:**
 - Exam scripts are stored in a secure, access-controlled room (e.g., locked cabinet or safe in the Examinations Office).
 - Only authorized staff have access, recorded in an access log.
 - Scripts are retained for the period specified by exam policy or regulations.
5. **Confidentiality and Integrity:**
 - At all stages, exam scripts are not left unattended or in unsecured locations.
 - Any breach, loss, or tampering must be reported immediately to the Examinations Officer and documented in an incident log.
6. **Disposal of Scripts:**
 - Upon expiry of the retention period, scripts are disposed of securely (e.g., shredding or incineration) as per data protection policy.
 - A disposal record is maintained and authorized by the Examinations Officer.

5. Records

- Attendance/Collection sheets
- Submission and movement logs
- Incident and disposal records
- Access logs for storage areas

6. Review and Revision

This SOP should be reviewed annually or upon significant changes to examination procedures or security protocols.

7. References

- [Institutional Exam Policy Document]
- [Data Protection Policy]

Date of Issue: [Insert Date]

Approved by: [Name and Title]