

SOP: Distribution and Collection of Exam Materials Process

This SOP details the **distribution and collection of exam materials process**, covering the preparation, secure handling, and timely delivery of exam papers to examination venues, monitoring of exam sessions, collection and verification of completed materials, and their secure return to the designated authorities. The procedure aims to maintain exam integrity, prevent unauthorized access, and ensure accurate accounting of all exam documents throughout the process.

1. Purpose

To outline the standard procedures for the preparation, secure distribution, and collection of exam materials, ensuring the integrity and accountability of the examination process.

2. Scope

This SOP applies to all personnel involved in the handling, distribution, monitoring, and collection of examination materials within the organization.

3. Responsibilities

- **Examination Officer:** Oversees the entire process and ensures compliance.
- **Support Staff:** Assists in handling, transporting, and recording exam materials.
- **Invigilators:** Monitor the safekeeping and use of exam materials in the exam venues.

4. Materials & Equipment

- Exam papers (question papers, answer booklets, attendance lists, etc.)
- Secure, tamper-evident containers or envelopes
- Seal tape and security tags/labels
- Log books or distribution/collection forms
- Transport trolleys or locked carrying cases (if needed)

5. Procedure

5.1 Preparation of Exam Materials

- Prepare and pack all exam materials in secure, clearly labeled containers/envelopes.
- Maintain a checklist of all items packed for each venue.
- Seal containers/envelopes with tamper-evident seals. Record seal numbers.

5.2 Distribution of Exam Materials

- Transport exam materials to each examination venue as per schedule, using authorized personnel only.
- Require the receiving invigilator to verify the seal integrity and checklist of received items.
- Both Examination Officer (or authorized staff) and the Invigilator sign the handover log.

5.3 Monitoring During Examination

- Invigilators are responsible for safekeeping of all materials during the session.
- Prevent unauthorized access or duplication of any exam material.

5.4 Collection of Completed Exam Materials

- At the end of the session, invigilators collect all completed exam scripts and unused papers.
- Place all items in the designated secure containers/envelopes.
- Seal containers and record seal numbers in the collection log.

5.5 Verification and Return of Exam Materials

- Return sealed containers to the Examination Officer/designated authority.
- Verify seal integrity and cross-check materials against original checklists.
- Document any discrepancies and report immediately to the examination committee.
- Store all collected materials securely until further processing/grading.

6. Documentation & Records

- Distribution and Collection Checklists
- Seal/Tag Tracking Logs
- Handover and Return Forms (with signatures and timestamps)
- Incident/Discrepancy Reports (if applicable)

7. Security & Confidentiality

- All personnel must maintain confidentiality of exam materials at all stages.
- Unauthorized personnel are not permitted access to secure materials.
- Any breach or suspected breach must be reported to the Examination Officer immediately.

8. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-13	Initial release	Exam Board Chair