



Secure Storage and Transportation Policy

Most recent update: 8 September 2025

Purpose

The purpose of this policy is to ensure the secure storage and transportation of examination materials from Cheshire West and Chester Council's Skills and Employment Service. This covers delivery of adult education: both in Skills and Employment Hubs and Outreach locations, as well as by sub-contracted partners. The policy is in place to maintain the integrity of the assessment process and outlines the procedures that must be followed by all staff involved in handling examination papers and related materials.

Scope

This policy applies to all examination materials, including but not limited to test papers, on-screen assessments, and other related documents. It covers all phases of handling, from receipt and storage to transportation and disposal.

Secure Storage of Examination Materials

1. Storage Requirements

All test papers and examination materials must be stored securely in a lockable safe. If a lockable safe is not available, a suitable lockable cabinet or storage unit kept in a secure location is acceptable.

The storage unit must only be accessed by designated and authorised personnel. A record of key holders must be maintained.

2. Online Assessments

For online assessments, materials must be stored on a secure platform that is password-protected. Only authorised personnel should have access to these materials.

Secure Transportation of Examination Materials

1. Transportation to and from the Examination Venue

All examination materials must be transported securely to and from the training centre and any satellite centres where assessments are administered.

The materials must be transported in a manner that ensures their security and prevents unauthorised access.





2. Handling During Transportation

The individual responsible for transporting examination materials must ensure they remain in their custody at all times.

Under no circumstances should the examination materials be left unattended during transportation.

Examination Venue Security

1. General Requirements

Examination venues must comply with the standards specified by the Joint Council for Qualifications, including seating arrangements that prevent cheating or collusion among learners.

All learners must be seated at least 1.25 meters apart in every direction, and the seating plan must be recorded and retained for quality assurance purposes.

A clear view of examination signage and a clock must be available to all learners.

2. Invigilation

A ratio of one invigilator to every 30 learners must be maintained. Invigilators must not have been involved in the training of the learners they are supervising.

All invigilators must receive an induction explaining the policies and procedures of invigilation, and a register confirming their induction must be signed.

See also: Examination and Invigilation Policy

Emergencies and Contingencies

1. Emergency Situations

In the event of an emergency, such as a fire, which disrupts the examination, the incident must be recorded and reported to the awarding organisation at the first possible opportunity.

2. Contingency Planning

Substitutes for invigilators or changes in the examination venue must only occur under emergency conditions and must be approved by the awarding organisation.



Compliance and Quality Assurance

1. Compliance

The Cheshire West and Chester Council Skills and Employment Team must adhere to this policy to ensure compliance with the awarding organisations and regulatory bodies.

Regular audits and spot checks may be conducted by awarding organisations, the Security Industry Authority (SIA), and qualification regulators to ensure adherence to this policy.

2. Quality Assurance

Records of all procedures related to the secure storage and transportation of examination materials must be maintained for external quality assurance purposes.

Policy Review

This policy will be reviewed annually or as required to ensure compliance with any new regulations or standards.