

## Secure storage checklist 2017/18

See JCQ's *Conditions for storing question papers and any other confidential material distributed to centres in advance of the examinations* – "a box within a box" ([ICE 2017/18, 1.3](#)) and the associated supplementary document [Conditions for storing confidential exam material](#) for full and further information.

Requirement – The secure room (this is the 'box' containing the secure unit 'box')	Yes/No
Is the room solely assigned to exams?	
Is access to the room restricted to members of staff directly involved in the administration of examinations?	
If 'the secure room' is a large cupboard, can someone walk into it, close the door behind them and sort confidential exam material in private?	
Does the room house any other items or equipment e.g. a server, a boiler, electrical units or any archive material?	
<b>Secure room construction</b>	
Is the room in a fixed building (i.e. not a Portakabin)?	
If the room has windows (which are easily accessible) are bars fitted or an alarm installed?	
If the room is on an upper floor with a balcony or flat roof, are any windows fitted with bars or the room alarmed?	
Confirm the room does not have a door which leads directly out to the exterior of the building	
If the room has a glass panel in or above the door, has toughened safety glass been used?	
Are walls, ceiling and floor of strong, solid construction?	
<p>If a stud partition wall has been used is this reinforced with metal?</p> <p>(Please note: JCQ does not specify the type or thickness of the metal but it must be metal sheeting or strong, heavy duty mesh. There is no requirement to cover it over afterwards; it can be as simple as just fixing the sheeting to the surface of the walls in the room. Please note MDF is not considered sufficiently robust.)</p>	
<b>Secure room door</b>	
<p>Is the door solid/reinforced with:</p> <ul style="list-style-type: none"> <li>▶ strong secure/heavy duty hinges?</li> <li>▶ security lock (e.g. 5 lever mortice lock/coded keypad lock/electronic security lock - cylinder locks are not acceptable)?</li> </ul>	

<p>If a hollow panel door has been used, does this have extra metal reinforcement? (Please note: the metal sheeting must be screwed on the inside of the panel door.)</p>	
<p><b>Secure room keys</b></p>	
<p>Confirm</p> <ul style="list-style-type: none"> <li>▶ there are 2-4 keyholders?</li> <li>▶ there are at least 2 keys rather than 1 key with 2 or more members of staff with access to it?</li> <li>▶ that a spare set of keys are not kept in a cabinet or safe which can be accessed by members of staff who are not involved in exams administration?</li> <li>▶ that keys are kept on the key holder's person or kept in a coded key safe which is only accessible to the designated key holders?</li> </ul>	
<p><b>Requirement – The secure storage unit (this is the 'box' within the secure room 'box')</b></p>	
<p>Is the secure storage unit one of the following?</p> <ul style="list-style-type: none"> <li>▶ Strong non-portable safe (small lockable boxes often found in hotels are not suitable)</li> <li>▶ Non-portable security cabinet with multi-point locking system (this a cabinet with thick heavy duty bolts in the door not a slim internal bar)</li> <li>▶ Metal cabinet with full length external locking bar which runs the entire length of the centre of the cabinet, bolted to wall or floor</li> </ul>	
<p>If a standard wardrobe style cabinet has been used, does this have an external locking bar across the entire width of the cabinet? (These cabinets can be purchased with a pre-fitted bar that runs the entire length covering the point where the doors meet)</p>	
<p>If a small safe has been used, is this fixed securely in place?</p>	
<p>If there are a large volume of question papers which will not fit into the secure storage unit (or if this is the secure storage unit) are these stored behind a metal security screen (e.g. roll down shutter, directly in front of open shelving)?</p> <p>If a metal security screen is used is this directly flush against the shelving, in effect creating a cabinet, and not directly behind or in front of a door?</p>	
<p><b>Secure unit keys</b></p>	
<p>Confirm</p> <ul style="list-style-type: none"> <li>▶ there are 2-4 keyholders?</li> <li>▶ there are at least 2 keys rather than 1 key with 2 or more members of staff with access to it?</li> <li>▶ that a spare set of keys are not kept in a cabinet or safe which can be accessed by members of staff who are not involved in exams administration?</li> <li>▶ that keys are kept on the key holder's person or kept in a coded key safe which is only accessible to the designated key holders?</li> </ul>	

**Any other comments:**