

## Secure storage checklist 2018/19

This checklist is provided as a self-assessment tool **only**

During a centre visit, the JCQ Centre Inspection Service will assess if the secure storage arrangements in place are in accordance with the JCQ publications [General Regulations for Approved Centres 1 September 2018 to 31 August 2019](#) and [Instructions for conducting examinations 1 September 2018 to 31 August 2019](#)

Requirement: The secure room (this is the 'box' containing the secure storage facility 'box')	Yes/No
<b>Secure room use</b>	
Is the room solely assigned for the purpose of administering secure exam materials?	
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 non-exam related 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 or similar temporary building)?	
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?  (Please note: a room on an upper floor with no windows is JCQ's preferred location of a centre's secure room)	
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?	
If any wall is stud partition is this reinforced with metal?  (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. MDF is not considered sufficiently robust.)	
<b>Secure room door</b>	
Is the door solid/reinforced with: ▶ strong secure/heavy duty hinges?	

<ul style="list-style-type: none"> <li>▶ a 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>	
<b>Secure room keys</b>	
<p>Confirm</p> <ul style="list-style-type: none"> <li>▶ there are only 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 anywhere they can be accessed, including a cabinet or safe, 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>	
<b>Requirement: the secure storage facility (this is the 'box' within the secure room 'box')</b>	
	<b>Yes/No</b>
<p>Confirm the secure storage facility(ies) is(are) one (or more) of the following</p> <ul style="list-style-type: none"> <li>▶ Strong non-portable safe</li> <li>▶ Small safe fixed securely in place (small lockable boxes, such as those provided in hotel rooms, 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 filing cabinet with full length external locking bar which runs the entire length of the centre of the cabinet, bolted to wall or floor</li> <li>▶ Metal wardrobe style cabinet with an external locking bar across the entire width of the cabinet (covering the point where the doors meet), bolted to wall or floor</li> <li>▶ Metal security screen (such as a roll down shutter) directly flush against open shelving creating a cabinet, which is not directly behind or in front of a door</li> </ul>	
<p>Confirm the secure storage facility(ies) has(have) the capacity to hold up to three weeks of question papers and any other confidential material</p>	
<p>Confirm the secure storage facility(ies) contains only current and 'live' confidential material - past examination question papers must not be stored in the secure storage facility(ies)</p>	
<b>Secure storage facility keys</b>	
<p>Confirm (if more than one facility, confirm for each facility)</p> <ul style="list-style-type: none"> <li>▶ there are only 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 that a spare set of keys are not kept anywhere they can be accessed, including a cabinet or safe, 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>	

\*Where a centre is planning to install security screens advice **must** be sought from the JCQ Centre Inspection Service prior to instalment. This will allow the centre to run through their plans with the JCQ Centre Inspection Service

**Any comments/action required:**

This self-assessment checklist references the requirements as detailed in:

**GR 3.5** Centre status

**GR 5.3** Centre management

**ICE 1** Keeping question papers and other examination materials secure

**ICE 2** Checking question paper packets

**ICE 3** Conditions for storing question papers and any other confidential material distributed to centres in advance of the examinations – “a box within a box”