



# المدرسة الأمريكية الخليجية AMERICAN GULF SCHOOL

## Exam Storage Policy

Document review box and latest revision				
Revision Number	Date	Person responsible for updating	Signature	Date of next review
0				
1				
2				
3				
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## Purpose

This policy ensures the secure storage and handling of all official IB Diploma Programme (DP) and Career-related Programme (CP) examination materials. It complies with current IBO requirements concerning the security, access, and administration of external examinations and examination papers.

## Secure Storage Location

The official IB examination storage room is located on the first floor of the Administration Building. It has a single access door that is secured with two separate locks to ensure maximum security. A CCTV camera is positioned to provide continuous visual surveillance of the entrance at all times. Inside the room, a fireproof and waterproof safe—bolted securely to the wall—is installed for the secure storage of IB examination papers and materials.

## Access and Security

Access to the examination storage room is strictly limited to the IBDP Coordinator, the IBCP Coordinator, and the Head of School. The room may only be accessed when all three authorized individuals are physically present. Two keys are required to unlock the room; one held by the IBDP Coordinator and the other by the IBCP Coordinator, ensuring dual control at all times. The Head of School holds the only key to the secure safe located within the room. No unauthorized persons are permitted entry under any circumstances. The only exception to this restriction is for official IBO representatives conducting compliance or evaluation visits, who may be granted supervised access in accordance with IB protocols.

## Log and Inventory Procedures

A logbook will be maintained inside the examination storage room to document all access and activity. Each entry in the log must include the date and time of entry, the full names and roles of all individuals present, a detailed list of any materials deposited or removed, and the date and time of exit. This log will be reviewed periodically by the IB Coordinator(s) and the Head of School to ensure compliance with IB examination security protocols.

## Permissible Contents

Only official IBDP and IBCP examination materials received directly from the IBO will be stored in the examination storage room. No other documents, assessments, or personal items are permitted in the secure storage area under any circumstances.

## Surveillance and Monitoring

The CCTV system monitoring the entrance to the examination storage room will be overseen by on-site security staff, who are present 24 hours a day, 7 days a week. All footage will be archived for a minimum

of six years, or for the duration specified by the most current IBO policy; whichever is longer. Video surveillance will commence one week prior to the delivery of examination materials from the IBO and will continue until the day after the final shipment of completed exams is sent to the IBO marking facility.

## Incident Response

In the event of any suspected or confirmed breach of examination security or storage protocols, the IBDP or IBCP Coordinator will immediately notify the IB Organization. An internal investigation will also be carried out, and appropriate disciplinary or remedial actions will be taken in accordance with both school policies and IB regulations.

## Procedure for Receiving and Storing IB Examination Materials upon Delivery

### Authorized Receipt

Upon arrival of official IB examination materials at the school, the delivery must be received by the IBDP Coordinator and/or the IBCP Coordinator, in the presence of the Head of School. At least two of these authorized individuals must be physically present at the time of delivery. Under no circumstances may the shipment be accepted by unauthorized personnel.

### Verification of Shipment

Before the materials are transferred to the secure storage room, the outer packaging must be carefully inspected for any signs of tampering or damage. The contents of the shipment must then be verified against the official IB packing list to ensure that all boxes, examination papers, and quantities are accounted for. Any discrepancies, damage, or irregularities identified during this process must be documented immediately and reported to the IB Organization without delay.

### Secure Transfer to Storage

Once the shipment has been verified, the examination materials must be transported directly to the secure storage room without delay. The materials must remain under continuous supervision by the authorized staff during the transfer and must not be left unattended at any point.

### Entry in the Logbook

After the examination materials are placed into the fireproof and waterproof safe inside the secure storage room, the storage logbook must be completed. The log entry must include the date and time of delivery, the full names and roles of the individuals present, a detailed list of the materials stored (including subject and paper codes), and a confirmation of the condition of the packages, indicating that they are sealed and undamaged.

## Surveillance Confirmation

The school's security staff must confirm that video surveillance footage has successfully captured the delivery and transfer of the materials. This footage must be archived according to the school's surveillance policy and IB guidelines, ensuring that the entire process is properly documented.

## Restricted Access Enforcement

Following storage, the examination materials must remain securely locked inside the safe and may not be accessed until the designated retrieval time prior to the scheduled examination. All access must comply with the dual-control procedures outlined in this policy, maintaining full adherence to IB examination security protocols.

# Examination Material Collection and Deposit Procedures

## Day of Examinations

To maintain the integrity and security of all IB examination materials, the following procedures must be followed each day an official IB Diploma Programme (DP) or Career-related Programme (CP) examination is scheduled:

## Collection of Examination Materials

Examination papers must be retrieved from the secure storage room no more than one hour before the scheduled start of the examination. This retrieval must be carried out in person by both the IBDP Coordinator and the IBCP Coordinator, in the presence of the Head of School. At the time of retrieval, the secure storage logbook must be completed with the date and time of access, the names and roles of all individuals present, a detailed list of the materials removed (including subject and paper codes), and the time of exit from the storage room. All examination materials must remain sealed in their original IB packaging and may only be opened in the examination room in the presence of the candidates.

## Transport of Examination Materials

Examination papers must be transported directly from the secure storage room to the designated examination room without delay. During transit, the materials must remain under the continuous supervision of at least one authorized staff member, either the IBDP Coordinator or the IBCP Coordinator. At no point may the examination materials be left unattended, and no unauthorized detours or unsupervised stops are permitted.

## Deposit of Completed Examination Materials

After the conclusion of the examination, all completed scripts must be carefully collected, verified for accurate labeling and completeness, and placed into the appropriate IB packaging. The sealed packages must then be returned immediately to the examination storage room by the IBDP and/or IBCP Coordinator, accompanied by the Head of School. Upon return, the logbook must be completed with the date and time of return, the names and roles of all individuals present, a detailed record of the contents returned (including subject and paper codes), and a note on the condition of the materials, confirming they are sealed and complete.

## Security Assurance

At all times, examination materials must remain in the physical custody of authorized individuals and must never be left unattended under any circumstances. Any delay, error, damage, or irregularity in the handling of these materials must be thoroughly documented and immediately reported to the IB Organization, in full accordance with current IB policy. These procedures must be followed consistently for each examination session to ensure full compliance with IBO regulations and to protect the confidentiality and integrity of all assessment materials.

## Mailing Procedure for IB Examinations

### Preparation of Completed Examination Materials

#### Collection and Verification

Immediately following the conclusion of each examination session, the IBDP and/or IBCP Coordinator must collect all completed scripts from the examination room. These scripts must be carefully checked for completeness, proper labeling, and correct placement of coversheets or barcoded labels, as required by the IB. Any discrepancies—such as missing candidate information, unclear identification, or damaged scripts—must be corrected or documented immediately before proceeding.

#### Sealing and Packaging

Once verified, the completed examination scripts must be sorted and placed into the appropriate IB return envelopes or boxes according to subject and paper code, following the instructions provided in the IB's "Instructions for Conduct of the Examinations" and "Packing and Mailing Guidelines." Only the official IB packaging materials provided by the IB may be used. Each package must be securely sealed and clearly labeled with the appropriate barcode tracking label provided by the IB.

#### Secure Storage Prior to Mailing

Until collected by the designated courier, all sealed packages must be stored in the approved fireproof and waterproof safe within the secure examination storage room. Access to these packages must follow the dual-control procedures, and all movements of the materials must be recorded in the storage room logbook. Under no circumstances may sealed examination materials be left in open or unsupervised areas.

#### Courier Collection and Dispatch

##### Authorized Courier Service

The IB-approved courier service, arranged by the IB via its global logistics partner, is the only authorized method of dispatch. Under no circumstances may the school use a local postal service or third-party courier not designated by the IB.

## Handover Procedure

On the day of collection, the IBDP and/or IBCP Coordinator—alongside the Head of School or a designated school official—must supervise the handover of examination packages to the authorized courier. Prior to release, the identity of the courier must be verified, and all barcoded tracking labels must be scanned or recorded. The handover time, the name of the courier representative, and the list of packages collected (by subject and paper code) must be entered into the examination storage logbook.

## Tracking and Confirmation

### Tracking Records

Once the packages have been collected, the IBDP and/or IBCP Coordinator must retain all tracking documentation provided by the courier, including waybills and shipping confirmation. Tracking numbers must be entered into IBIS or the IB's Courier Tracking System, as applicable, in accordance with IB guidance. The Coordinator must actively monitor the tracking information until the packages have been confirmed as delivered to the designated IB marking facility.

### Reporting Issues

If any irregularities arise during the mailing process—such as delays, damage, or loss of packages—the IB Organization must be notified immediately. The Coordinator must submit a detailed report through the relevant channels and follow any further instructions issued by the IB.

### Retention of Records

The school must retain copies of all shipping documents, tracking confirmations, and related correspondence for a minimum of six years, or for the period specified by the IB's most current record retention policy. These records may be requested during school evaluations or audits.

## Review Cycle

This policy will be reviewed annually by the Head of School, IBDP and IBCP Coordinators to ensure continued compliance with IBO examination requirements.