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## DOCUMENT CONTROL SHEET

### Preparation

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### Revision History

Change Made By	Description	Version	Date
Lesang Puddefoot	Review of Key Handling Arrangement at centres to align it to that in the guidelines of Conduct of Examinations.	v2	24/05/2016
Gaone Hirschfeldt & Lorato Sakarea	Key handling arrangement was reviewed and Alarm and CCTV were added as preferable security measures.	v3	12/06/2017
Lesang Puddefoot	Review of Requirements for Secure Storage of Examination Materials at Centres to align with BEC/EAC/BGCSE/G01.v5:  Secure Strong Room Requirements, Strong safe or non-portable re-enforced Steel container Requirements; Key Holding Arrangements; Secure storage of Scripts; Secure storage of used live question papers; Security regarding candidates leaving the Examination early;	v4	18/06/2019

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	Security regarding personnel Handling of Examinations; Security regarding Malpractice		
Lesang Puddefoot  Lorato Sakarea	Strong Safe or Non-portable Re-enforced Steel Container Requirements	v5	31/08/2020
Zipporah Bafaletse	Inclusion of Guidelines for Conduct of PSLE and JCE as references	V5	31/08/20

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## 1.0 Background

Security of examination materials is a crucial aspect for the credibility of an assessment system and the entire education system.

In an endeavour to gain full confidence of its stakeholders, the Botswana Examinations Council (BEC) has therefore set security standards for examination storage facilities to ensure maximum security of the examinations and examination materials. All BEC examination centres are expected to uphold the security standards outlined in this document and comply with them at all times. Failure to comply with the set standards may compromise the integrity of the examinations and examination process. This document must be read in conjunction with Conduct of Examinations guidelines as follows;

- **BEC/EAC/BGCSE/G01 - Guidelines for Conduct of Examinations** (for BGCSE level)
- **BEC/EAC/JCE/G01 - Guidelines for Conduct of Examinations** (for JCE level)
- **BEC/EAC/PSLE/G01- Guidelines for Conduct of Examinations** (for PSLE level)


Throughout this Manual, 'You' and 'Your' refer to the Centre, 'We' and 'Our' refer to Botswana Examinations Council.

## 2.0 Responsibilities of BEC

- 2.1 We are committed to annually train all Chief Invigilators who are tasked with the running of examinations and secure handling of examination materials.
- 2.2 It is our responsibility to issue security standards to all examination centres and ensure that all centres are aware of the expectations regarding security of examination materials.
- 2.3 We are committed to annually inspect examination centres to check compliance to the secure storage standards and the guidelines on the conduct of examinations.

## 3.0 Responsibilities of the Centre

- 3.1 Each examination centre registered with us must ensure that the secure storage room and secure container meet the required standards set out by us.
- 3.2 It is your responsibility to ensure that all personnel handling examinations are trained and understand the importance of these secure storage standards and of complying with them at all times.

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**3.3** You must provide the resources needed for the adherence to the standards.

**3.4** It is your responsibility to inform us immediately of any breach of any of these stipulated standards.

## **4.0 Safe Custody of Question Papers and other Examination Materials**

### **4.1 Secure Strong Room Requirements**

Examination question papers must be locked away in a place of high security, ideally in a fixed building where the walls, ceilings and floors are of solid construction. The room should preferably be windowless. If the room has windows then they must be burglar barred to the specification provided by us. The doors to the strong room must have robust locking system and burglar barred with robust burglar bars. The strong room should preferably be fitted with alarm system or CCTV cameras which must be switched on at all times.


### **4.2 Strong Safe or Non-portable Re-enforced Steel Container Requirements**

The secure container inside the strong room should be a strong safe or non-portable, lockable reinforced steel or metal cabinet or other similar container must be used. The cabinet must be securely fixed to the wall/ground and must be encased in sufficiently strong metal bars. The doors must have robust lockable bars. Robust locks like double throw 5-lever locks must be used to secure both the room and the cabinet. **(New)**. Centres must ensure they have enough space in their secure storage facilities before the question papers are delivered. This is to avoid question paper packets being packed too tightly or forced in and out of the cabinets/shelves which can lead to tearing or damaging of the packets and their contents. **Refer to;**

- **BEC/EAC/BGCSE/G01 - Guidelines for Conduct of Examinations** (for BGCSE level)
- **BEC/EAC/JCE/G01 - Guidelines for Conduct of Examinations** (for JCE level)
- **BEC/EAC/PSLE/G01- Guidelines for Conduct of Examinations** (for PSLE level)

### **4.3 Key Holding Arrangements**


**4.3.1** Access to the strong room or containers must be restricted to a minimum of two and a maximum of three key holders

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- 4.3.2** Key holders do not need to be senior members of staff, but they should have a clear understanding of our question paper regulations. It is up to the Head of Centre to nominate an appropriate member of staff to be a key holder. Only key holders should have access to the secure room and to the secure container holding the question papers and confidential material.
- 4.3.3** Each key holder should be able to access the examination material independently, in case the other key holders are not available for unexpected reasons.
- 4.3.4** Keep the keys and any access code to both the secure container and the room in a safe place where unauthorised people cannot access them, for example, a small metal key safe with a combination lock
- 4.3.5** When storing question papers and confidential materials, the secure container and the secure room must be securely locked at all times.
- 4.3.6** When a candidate is entered for BGCSE or Cambridge Assessment International Education (Cambridge International) GCE O Level and BGCSE French examinations at a centre where a relative is employed, the Head of Centre must ensure that during the examination session the candidate's relative does not have unaccompanied access to examination materials, either before the examination (e.g. question papers) or after the examination (e.g. answer scripts).
- 4.3.7** If the relative in question is acting as the centre's Chief Invigilator, they must complete a **BEC/EAC/BGCSE/G01/F04 - Declaration of Interest Form - Chief Invigilators**, provided by us during training. If the relative is not the Chief Invigilator, they should write a letter of declaration to the Head of Centre. Appropriate arrangements must be made to ensure that other senior personnel in the centre are always present for all the administration relating to the candidate's examinations.

#### **4.4 Secure Storage of Scripts**

- 4.4.1** Examination scripts and answer sheets must be collected, count verified, sealed and, if you have to keep answer scripts in storage before despatching them, they must be sealed and stored under the same secure conditions as question paper packets and other confidential examination materials.

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## 4.5 Security of Used Live Question Papers

### 4.5.1 24-Hour Security Rule

**4.5.1.1** You must collect and account for all question papers before candidates leave the exam room. No copy of a question paper may be taken from the examination room.

**4.5.1.2** The question papers that have been opened but have not passed the 24- hour security clearance are considered live and must be accounted for and locked away in the same high security safe or cabinet used for scripts storage. Such question papers must be stored securely in the centre strong room until at least 24 hours after the published finishing time for the paper. (This means 24 hours not just the next day).

**4.5.1.3** In the case of Cambridge International GCE O Level and BGCSE French examinations, the invigilator must collect all unused question papers at the end of the exam and store them securely until at least 24 hours has passed after the end of the exam or Key Time. After 24 hours have passed you can return question papers to candidates/centre staff at your discretion.

## 4.6 Security Regarding Candidates Leaving the Examination Early


**4.6.1** Whether or not they leave the examination room early, candidates must not remove any question papers or transcribed content of question papers. This includes writing questions on Statements of Entry, inserting question content into calculators etc. This is not an exhaustive list. You must apply the 24-hour rule for the security of question papers and their contents

**4.6.2** For Cambridge International GCE O Level and BGCSE French examinations, if an examination ends before the Key Time, candidates must be kept under Full Centre Supervision until the Key Time has passed. If a candidate does not attend a required period of Full Centre Supervision, you must inform us and we will consider this as possible malpractice. Refer to section 9.2 on Key Times and Full Centre Supervision in the **BEC/EAC/BGCSE/G01 - Guidelines for Conduct of Examinations**.

## 4.7 Security Regarding Personnel Handling of Examinations

**4.7.1** Only authorised examination personnel must have access to examination materials i.e. Chief Invigilators, Senior Invigilators, invigilators, rovers and appointed examination committee members.



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**4.7.2** Activities such as receiving of examinations, opening of examination question paper packets, sealing of candidates scripts and despatch to and from BEC must be witnessed by at least two senior officers; the Chief Invigilator and any Senior Invigilator (the Senior Invigilator may not be the same person all the time).

All examinations transactions must be documented e.g. receiving of materials, conduct of examinations, and despatch of materials.

#### **4.8 Security Regarding Malpractice Incidents**

Officers involved in the administration of examinations such as Head of Centres, Chief Invigilators, invigilators etc., must report all examinations related incidents to Chief Executive Officer immediately. Written reports must be submitted to us following any incidents that have been reported over the phone.