

GUIDELINES FOR STRONG ROOM (FOR EXAMINATION PURPOSES)

1) General

- a) Every Centre of Study **MUST** have a strong room
- b) During the examination period i.e from printing of exam questions until the end of examination, the strong room must be utilized for the sole purpose of examinations. It must **ONLY** contain examination-related material.

2) Specification of the Strong Room

- a) The minimum recommended size is 9'x 12'
- b) A special room is allocated as strong room (preferably solid wall room). If the strong room has windows which are easily accessible, grill must be fitted
- c) Document/filing rack for examination document
- d) Related stationeries
- e) Working table
- f) Good ventilation and lighting
- g) Photocopy machine and shredder machine
- h) Fire extinguisher. Additional safety and security equipment is recommended (such as combination lock, CCTV etc)

3) Monitoring and usage of strong room

- a) Access to the strong room must be monitored and controlled at all times
- b) Limited access- registered staff in charge of examination only (key **MUST** be kept by 2 authorized staff only)
- c) There must be a register/log book for the safe/strong room and all officials entering the safe/strong room must sign in and out
- d) Spare sets must be kept in a safe place – not where they can be accessed by members of staff who are not involved in exam administration

4) Photocopy area

- a) Recommended to be located inside the strong room
- b) If the machine cannot be located in the strong room, usage of the machine must be controlled during the examination period
- c) Usage of the photocopy machine must be recorded in the log book
- d) Only the authorized staff can photocopy/print the examination questions
- e) Faulty or unusable question papers must be shredded

SOP and guidelines in handling question papers or disposal of question papers are referred to related SOP/Policies including matters related to secrecy of document.