



Phase 4: Secure storage Video transcript

Before the exams start, we send you question papers and other confidential materials. Store them securely until the relevant exam. This video will show you how to do this in line with our regulations. Place your unopened question paper packets in a strong safe.

If you do not have a safe, store your packets in a metal cabinet instead. It must have a locking bar and be bolted to the wall or floor. If the cabinet is tall, fit two locking bars, so the top and bottom of the doors cannot be forced open.

Keep the container in a securely locked room, ideally on an upper floor and away from areas that candidates and unauthorised members of staff can access.

The door to the secure room must be solid. If the door has glass panels, reinforce them with metal bars. Make sure you can't see the secure container from outside the room.

The door should have strong hinges, ideally on the inside of the room. If the hinges are on the outside, make sure they are secure. Fit any external or internal windows in your secure room with bars. They should be fitted from the inside or secured to the wall or window frame.

If the secure room has ceiling tiles, check above them for any gaps that could allow people to access the room. Block any gaps or fit a metal grill above or below the ceiling tiles. Alternatively, fit a cage around the secure container.

You can use motion detector alarms or closed-circuit television to maximise the security of your question papers, but remember; you still need to store them in a secure container and room.

A minimum of two and a maximum of three key holders must have access to the secure container and room. The key holders must keep the keys with them or locked in a secure location at all times.

For further guidance, see part four of the *Cambridge Handbook*.

If you would like a member of our compliance team to review your security arrangements, send photographs of your facilities to info@cambridgeinternational.org. Please include 'secure storage review - compliance' in the subject line of your email.